ADMINISTRATIVE OFFICE OF COURTS
300 Dexter Avenue
Montgomery, Alabama 36104-3741
(334) 954-5000

Sarah H. Stewart
Chief Justice

Nathan P. Wilson
Administrative Director of Courts

NOVEMBER 09, 2026

OPEN JOB ANNOUNCEMENT
OFFICIAL COURT REPORTER (07580)
$53,817.60 - $90,295.20
LOCATION: FLORENCE, AL (LAUDERDALE COUNTY)

POSITION OVERVIEW

The Administrative Office of Courts (AOC) is accepting applications from qualified individuals to fill a vacancy in the class of **Official Court Reporter** with the Lauderdale County Court House Lauderdale County, Alabama. Applications will be accepted until close of business on **NOVEMBER 30, 2026.**

NOTE: This is a confidential (at will) position, and the employee will be exempt from merit system rules and regulations relating to appointment, tenure, and appeal. Confidential employees are, however, entitled to retirement and other fringe benefits available to merit system employees.

Specialized legal stenographic work in taking and transcribing verbatim testimony in circuit court proceedings.

Work involves the verbatim recording of court proceedings in shorthand or by the use of a stenotype machine and the reproduction of the records in required legal form. Employees of this class receive general supervision from the circuit judge and evaluation of the work is accomplished through review of court records and appeal transcripts.

TYPICAL DUTIES (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).

Serves as court reporter in one or more divisions of circuit court and takes verbatim notes of testimony and proceedings; reads back testimony as required during jury trials.

Prepares typewritten transcripts of entire court record and attaches required legal documentation in cases appealed to higher courts; furnishes transcripts of court proceedings to interested parties.

Assists the judge with official correspondence.

Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the legal format and terminology required in the preparation of court transcripts.
Considerable knowledge of court procedures and processes.
Ability to completely and accurately record court proceedings.
Ability to prepare accurate typewritten transcripts of recorded proceedings.
Considerable skill in the use of shorthand or in the operation of a stenotype machine.

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a standard high school, or possession of a GED, including a course in court reporting or additional shorthand training, and considerable experience in recording verbatim legal testimony in shorthand or by stenotype.

SPECIAL REQUIREMENT

Licensed by the Alabama Board of Court Reporting Agency.

WORK LOCATION

Lauderdale County
Florence, Alabama

BENEFITS

Depending on job type, employees could be offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

I-9

Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

E-VERIFY

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information given by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

BACKGROUND CHECK

Employment may be conditional upon the potential employee passing a background check. Candidates will be asked to provide consent prior to the administration of background checks.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on

the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The AOC Human Resources Division reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the AOC Human Resources Division.

CONTACT INFORMATION

It is your responsibility to provide accurate contact information (address, phone, email) so that we can contact you about jobs you are interested in.

HOW TO APPLY

Qualified individuals should complete the Alabama Unified Judicial System's Employment Application Form PERS 22 Rev. 10/19

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR A COMPLETED APPLICATION FORM

PLEASE FORWARD ALL MATERIALS BY EMAIL TO:

Recruitment@alacourt.gov

*Please include "**OFFICIAL COURT REPORTER**" in the Subject Line of the email*

OR BY MAIL TO:

ADMINISTRATIVE OFFICE OF COURTS (AOC)
ATTN: HUMAN RESOURCES DIVISION **(07580)**
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741

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Visit us at http://humanresources.alacourt.gov