



Clark County
SENIOR COURT RECORDER/TRANSCRIBER

SALARY	\$28.15 - \$41.52 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	31474
DEPARTMENT	District Court	OPENING DATE	06/09/2026
CLOSING DATE	6/23/2026 5:00 PM Pacific	MAX NUMBER OF APPLICANTS	250

ABOUT THE POSITION

Assigns, directs, supervises and reviews the work of Court Transcribers and other Court Recorders; records criminal and civil court hearings, proceedings, and actions using audio/video equipment; transcribes verbatim court proceedings into a printed form from such recordings and associated notes.

This is a working lead/supervisory level in this experienced class that acts as an officer of the court and is responsible for providing direction and supervision to a group of court transcribers and court recorder/ transcribers, as well as being independently responsible for the recording of all court proceedings and actions. Incumbents must have a thorough knowledge of court practices and procedures in order to maintain logs and produce recordings and transcripts that are accurate and valid. This class is distinguished from other court support classes by its emphasis on providing direction, supervision, and training and its ongoing responsibility for the production of accurate records of all proceedings.

THIS RECRUITMENT IS LIMITED TO THE FIRST 250 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of limited duration and be required to sign a term of employment letter specifying conditions and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

Some positions may be non-union positions and are excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND EITHER four (4) years of full-time experience in preparing verbatim transcriptions from recording devices, OR three (3) years of full-time recording court proceedings and transcribing such proceedings. College-level coursework in paralegal studies or secretarial or office administrative subjects is desirable.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

NOTE: Must type at a net rate of 70 words per minute from printed copy. If not certified at the time of application, the applicant agrees to become certified in typing at a net rate of 70 words per minute within twelve (12) months from the date of hire at the applicant's own expense or will no longer be eligible for the position.

Working Conditions: Work overtime to complete recording and/or transcription assignments.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

- Plans, organizes, assigns, and supervises and reviews the work of assigned court transcribers and recorders.
- Provides training to transcribers and recorders; provides input into employee performance evaluation process and effectively recommends employee selection, initial disciplinary action and other personnel actions.
- Determines work schedules, ensuring efficient and timely completion of work, including appropriate courtroom coverage for all courts in session.
- Organizes and maintains trial log notes, tapes, disks and Court Recorder's Manual.
- Prepares invoices for per diem or transcript fees for contracted transcription/recorder services.
- Serves as liaison with other Court Recorders.
- Serves as jury matron.
- Sets up and operates audio/video equipment to record all official activities of the court to which assigned; plays back sections of recordings for the judge or jury as requested.
- Maintains automated or hand-prepared logs of proceedings and actions; correlates such logged information with recorded data; makes notations of witness or participant behavior, session times, etc. to augment the audio record.
- Transcribes court proceedings from audio/video equipment to printed format, using word processing and appropriate transcription apparatus.
- Ensures that motions, decisions and all actions are accurately documented.
- Ensures that proper authorization is received for transcription requests; locates and duplicates tapes or disks as required and returns them to proper location after usage.
- Proofreads transcribed materials for accuracy.
- Maintains records of work performed; prepares forms for billing for recordings and transcription service; follows-up on delinquent billings as directed.
- Directs and oversees the work of relief recorder/transcribers; instructs staff in work procedures.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Maintains a supply of forms, tapes, disks, papers and other materials for assigned duties.
- Uses a variety of equipment, including word processors, recording devices and FAX machines; arranges for the maintenance and repair of such equipment.
- Performs a variety of office support functions as required for the effective functioning of the department to which assigned.

PHYSICAL DEMANDS

Mobility to work in a typical office and courtroom setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Employer

Clark County

Address

500 S. Grand Central Pkwy, 3rd Floor
PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>