

Official Court Reporter
11th Judicial Circuit West
Jefferson and Lincoln Counties
Circuit Judge William Benton

Requirements:

Must be a Certified Court Reporter in good standing

Duties:

Available in Courtroom to Report all Proceedings
Dependable, Professional Demeanor, Understanding of Court Rules and Procedures
Preparation of Transcripts
Accurate and Timely Results
Maintain Exhibits
Operate in an Organized Manner and Pursuant to Court Rules
Assist Judge and Other Staff with Office Duties
Provide Efficient and Professional Service

Salary:

Position is a Grade C119 with the State of Arkansas

Expected hire date is July 1, 2013.

To apply for this position please send resume to :

William Benton
Circuit Judge
Post Office Box 8926
Pine Bluff, Arkansas 71611

Fax number: (870) 541-5380

email: judgebenton@cablelynx.com

The closing date is May 31, 2013