

**Opening Date:** 13 July 2018  
**Closing Date:** 27 July 2018  
**Location:** Tortola  
**Vacancy Notice No.** 25/2018  
**Job Classification:** Grade 9  
**Ministry/Department/Unit:** Supreme Court  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Court Reporter I

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will serve as a Court Reporter in recording verbatim proceedings of the Court Proceedings by stenographic means.

### MAIN RESPONSIBILITIES

1. Assist with Court and Recording Proceedings.
2. Prepare transcripts of day's proceeding.
3. Keep a daily log of Court Proceedings.
4. Maintain backup and Note File Management System.
5. Archive Steno notes
6. Assist with billing of Transcripts.
7. Assist other court reporters in printing, binding and proofreading to meet deadline.
8. Research cited cases at High Court or Attorney General's Office.
9. Assist in typing of letters, sending faxes or photocopying.
10. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Lead, plan and implement change
5. Obtain information for decision making
6. Provide information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Courtroom environment
- Normal office environment
- Unusual and extended work hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Court Reporting or Certificate in Court Reporting from NCRA Accredited School at 225 WPM.
- One (1) year experience as an Official or Legislative Court Reporter and experience in Court Procedures and Transcript Production.
- Sound knowledge of Government structure, policies and procedures
- Uphold Professional Code of conduct
- Ability to be a member in good standing in National Court Reporters Association (NCRA)
- Excellent skills in operation of the Stenograph machine and CAT Software
- Ability to make an emergency decision to effectuate the objective of the Court Reporting Unit
- Ability to use English skills in proper spelling, punctuation and grammar
- Excellent time management
- Sound interpersonal and organisational skills
- Ability to work well under pressure in confidential situations

### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.