



Law Librarian/Court Reporter

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Law Librarian/Court Reporter** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$53,914.00 starting..**

If our **Law Librarian/Court Reporter** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE: Law Librarian/Court Reporter

GRADE: 10

DEPARTMENT: Circuit Court

FLSA STATUS: Non-Exempt

REPORTS TO: Administrative Judge and
Court Administrator

GENERAL DEFINITION OF WORK:

Responsible for managing the operations of the Circuit Court Law Library and Self-Help Center. Acts as a backup Court Reporter in the absence of other court reporters, preparing verbatim records of all court proceedings, official transcripts, and audio recording copies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are meant only as examples of the different types of work performed. Leaving out specific duties does not exclude them from the position if the work is similar, related, or a logical part of the job.)

This position works independently under the general supervision of the Administrative Judge and Court Administrator, who assign duties broadly based on the desired objectives. The judge provides direction for court reporting functions in the assigned courtroom. The position is responsible for managing the operations of the Law Library and Help Center and also serves as a backup Court Reporter when needed.

Primary Responsibilities include:

Law Library and Help Center

- Oversee and promote the daily operations of the Circuit Court Law Library and Self-Help Center.
- Provide courteous, professional assistance to self-represented litigants by helping them locate court forms and information about court resources—without offering legal advice.
- Assist court users with public kiosks for video conferencing, court-help videos, online forms, and case searches.
- Manage subscriptions and maintain inventories for physical and online legal resources, ensuring materials are up-to-date and available in the library and courtrooms.
- Stock and organize court forms, brochures, and information packets, verifying that all documents are current.
- Activate public kiosks daily and report any IT or technical issues to the Judicial Information Systems (JIS) help desk.
- Supports the Family Law Coordinator and Family Law Clinic attorney during the clinic.
- Maintain monthly statistical reports for submission to the Court Administrator and Administrative Office of the Courts.
- Process invoices, track expenses, and order supplies for the Law Library and Help Center.

- Collaborate with partner agencies to promote available resources and co-host community programs such as expungement or child support clinics, which may occasionally occur during evenings or weekends.
- Oversee the scheduling and maintenance of the courthouse lactation room.
- Provide general courthouse technology support as needed.

Court Reporting

- Serve as a backup Court Reporter when primary reporters are unavailable.
- Attend court sessions and digitally record proceedings to create an accurate verbatim record, including tagging recordings within the digital system.
- Promptly prepare, proofread, and distribute transcripts and audio recordings and provide cost estimates for interested parties.
- Maintain and preserve court logs, recordings, and transcripts, including scanning paper transcripts for archival purposes.
- Assist courtroom personnel with setup, paperwork, and technology when needed, and manage Zoom or other platforms for remote hearings.
- Support the bailiff in courtroom preparation and, during jury deliberations, assist with ordering and delivering juror meals when required.
- Work flexible hours as needed when court sessions or jury trials extend beyond regular working hours.
- Comply with all Administrative Orders on Court Reporting and Transcripts issued by the Chief Judge of the Court of Appeals and follow the Court Reporter Manual for all related duties.

Other Duties

- Perform additional related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of legal terminology, methods, and procedures.
- Knowledge of the Maryland Judiciary case management system, MDEC.
- Knowledge of principles, methods, and practices used in conducting legal research.
- Fast and precise typing and proofreading skills, with consistent attention to detail.
- Ability to multitask and work in a fast-paced environment.
- Ability to take initiative, stay organized, and work in a self-motivated, independent manner.
- Ability to establish and maintain positive working relationships with judges, the court administrator, the Clerk's office, other court staff, attorneys, partner agencies, and the public.
- Must have a positive attitude in the workplace and be able to handle confidential information professionally.
- Working knowledge of Microsoft Office, focusing on Word and Excel. Familiar with Microsoft Teams, Zoom for Government, Westlaw online legal research, and Oracle.
- Proficiency in operating modern office equipment and courtroom technology.
- Required to complete mandatory Judiciary training, including but not limited to sexual harassment, diversity, customer service, and security training, as required quarterly and/or annually. Completion of additional elective courses offered through the Judiciary to improve job knowledge and performance.

EDUCATION AND EXPERIENCE:

- High school diploma required. Associate degree in business administration, paralegal studies, or a related field preferred.
- Experience with Digital Court Reporting systems, such as CourtSmart or For the Record, preferred.
- An equivalent combination of education and experience may be substituted.
- Certification by a recognized national or state certifying body for Court Reporting and Transcription, or the ability to obtain certification within one year; or two years of relevant court reporting experience in place of certification. Certification is preferred.

PHYSICAL REQUIREMENTS:

Ability to effectively use and operate various office equipment, such as but not limited to a personal computer, calculator, copier, and fax machine. This is sedentary work that may require exerting up to 25 pounds of force occasionally, as well as sitting or standing for extended periods. The worker is not exposed to harmful environmental conditions.

SPECIAL REQUIREMENTS:

This position requires a Financial Disclosure filing.

Possession of a valid driver's license and the ability to maintain it.

Reasonable accommodations can be provided to help individuals with disabilities complete the essential tasks.

Revised: 10/2025

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:

**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Monday, November 19, 2025 @ 4:00pm**