



## **SIERRA LEONE GOVERNMENT**

Judicial and Legal Service Commission (JLSC)  
Office of the Chief Justice  
Law Courts Building, Freetown  
E-mail: [info@judiciary.gov.sl](mailto:info@judiciary.gov.sl)

### **Job Announcement**

**POSTION: Court Recorder**

**REFERENCE NUMBER: JSC 09**

**Job Summary:** The Court Recorder (CR) is required to record and prepare an accurate, word-for-word account of legal proceedings, administrative hearings or/and events, to document, organize and produce an accurate official record of verbal and nonverbal activities. The documented events might be required later as reference by interested parties including judges, lawyers, plaintiffs, defendants, etc.

#### **Duties**

- Attend courtrooms proceedings and other proceedings by the order of the court or Judge requiring official recordings;
- Capture word-for-word spoken dialogue with a computer and/or an audio recording device;
- Upon request, read excerpts or all the court proceedings during deliberation to judges, the Bar and witnesses;
- As required, research case citations to ensure the accuracy of the citation and legal terminology and/or asking speaker to clarify unclear or inaudible statements;
- In a timely manner, prepare and deliver typographical error free official transcripts for the record;
- Provide certified copies of transcripts and recordings to the courts and files with the court secretary in a timely manner;
- Provide transcripts of court proceedings as directed by the court.

- Collates and binds transcripts in accordance with established procedures;
- Reviews court calendars and plan with other court reporters to provide services when needed;
- As directed, assist the public and performs general secretarial duties including assisting Judges, the Bar, and other court personnel regarding the recording of minutes and the rulings of court proceedings;
- Assists other team members in the performance of related duties and may perform the duties of a court secretary when reporter services are not required.

## **Requirements**

### **Education and Experience**

- Degree in Secretariat studies, social sciences, public administration, management or related field;
- Minimum three years of demonstrated clerical experience;
- Working knowledge of the law, with more than three years' paralegal working experience within the Justice sector;
- Excellent verbal and written skills, including having good grammar skills
- Demonstrated computer knowledge, experience and able to type 200 words per minute;
- Must be able to do data entry with high degree of accuracy;
- Dynamic personality and high level of interpersonal skills;
- Follow oral and written directions.

### **Other Attributes:**

- Self-motivated with the ability to work hard, manage competing priorities and meet deadlines;
- Ability to work with minimal supervision;
- Fluency in spoken and written English;
- Demonstrated leadership and interpersonal skills;
- Excellent team-building skills;
- Ability to collaborate with stakeholders from a range of institutions and organizations;
- Ability to use initiative and think creatively to resolve issues;
- Strong representation and negotiation skills;
- Demonstrated cross-cultural communication skills.

Application should be submitted addressed to the: **Executive Secretary, Judicial and Legal Service Commission (JLSC)**, C/o Chief Justice's Chambers, Main Law Court Building, Siaka Stevens Street, Freetown and should be received before or in by **28<sup>th</sup> August 2019 at 1700pm** Sierra Leone time.