JOB OPPORTUNITY FOR COURT RECORDING MONITORS!

WANTING TO GAIN EXPERIENCE IN THE LEGAL INDUSTRY?

LEGAL TRANSCRIPTS PTY LTD

ABOUT US

We are a 100% Australian owned company who are leaders in the recording and transcription industry.

We provide transcription services for a range of jurisdictions throughout Australia.

LOCATION

We are located in the CBD, 1 min from Flagstaff Station.

CONTACT

If you are interested in the position, please send your resume and a cover letter to Katie Ross:

EMAIL:
Katie.ross@legaltranscripts.com.au

PHONE:
(03)9642-0322

WEBSITE:
www.Legaltranscripts.com.au

THE OPPORTUNITY:

We are currently looking for Court Monitors to:

- Record Court Hearings;
- Create accurate annotations of Court Proceedings.
- Full training provided.

Casual Position – Minimum **3-4 full days per week** (Monday to Friday between 8.30am – 5.30pm).

YOU MUST POSSESS THE FOLLOWING SKILLS:

- Excellent knowledge and comprehension of the English language;
- Excellent attention to detail and listening skills;
- Intermediate level and fast and accurate computer skills;
- Reliability and punctuality are mandatory;
- Professional appearance and understanding of the importance of professional behavior;
- Excellent and proven work ethic;
- Legal background and knowledge are highly preferred but not essential;
- **Be able to start ASAP.**

MUST be an Australian citizen or Permanent Resident. **PLEASE DO NOT APPLY IF YOU DO NOT MEET THIS CRITERIA.**