

COURT REPORTER

2027
JOB CLASS ESSENTIAL FUNCTIONS

GENERAL DEFINITION:

This is full performance level court reporting work in the taking, transcription and processing of verbatim and edited accounts of judicial proceedings. A position in this class uses computerized stenographic equipment to take such transcription which is then translated, edited, proofed, printed, collated, certified and issued to applicable parties. A position in this class is differentiated from related classes by the constant and primarily verbatim nature of the recording made. A position in this class reports directly to a higher level supervisory or administrative position.

TYPICAL EXAMPLES OF WORK: (Illustrative Only)

Takes verbatim notes of testimony at all types of court proceedings stenographically, including trials, hearings, and conferences using computerized stenographic machines and stenographic software; interrupts, if necessary, to ensure accuracy and completeness of record; determines correct spelling of names, terminology and other specifics of testimony; may maintain and secure exhibits in assigned cases.

Uses stenographic software to edit material; produces hard copy directly from system; proofreads hard copy and corrects same.

Collates final transcript; binds appropriate number of copies depending on case, established requirements and requests from involved parties; electronically files transcripts where appropriate; maintains records of status of transcripts; bills appropriate parties; emails or delivers transcripts to judge, attorneys and other authorized personnel; upon challenge by judge and/or attorney, compares product against original record and corrects or substantiates.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of English grammar, spelling, punctuation and usage.

Knowledge of legal and medical terminology commonly used in court proceedings, hearings and conferences.

Knowledge of the conduct of legal proceedings, hearings and conferences.

Skill in taking and editing verbatim testimony of legal proceedings involving multiple speakers, specialized testimony, emotional circumstances and similar factors.

Ability to record proceedings from 180 wpm to 225 wpm, depending on the nature of the material, with 95% accuracy.

Ability to communicate effectively with associates, members of the judiciary, attorneys, and witnesses.

Ability to organize and maintain complete records of activities.

ACCEPTABLE TRAINING AND EXPERIENCE:

Must possess high school diploma or G.E.D. and must be a graduate of a court reporting school or college and possess an A.A. or A.A.S., or certificate in court reporting. Must attain the certification of Registered Professional Reporter (RPR) within two (2) years of hire date.

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