

COURT REPORTER

DEFINITION

Under general supervision prepares and transcribes official verbatim recordings of Court proceedings; furnishes transcripts of such records upon request; performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class must be certified by the State of California as a Certified Shorthand Reporter and are required to complete transcripts within the time standards set by law. May work in a variety of Courtroom locations, including specialized assignments.

TYPICAL TASKS

- records verbatim testimony and Court proceedings using an accepted method of machine shorthand;
- requests clarification of instructions, orders or other actions to properly note the official record;
- provides real-time transcription or reads back record of proceedings;
- prioritizes requests for transcripts in order to meet legal deadlines;
- prepares printed and/or magnetic media transcripts using computer-aided transcription software;
- reviews and certifies printed transcripts of Court proceedings;
- explains terminology, procedures and regulations related to transcription, billing and collecting;
- organizes, maintains, and archives a variety of electronic and paper files;
- keeps accurate records related to files, storage and billing;
- maintains current knowledge of State regulations related to court reporting.

EMPLOYMENT STANDARDS

Knowledge of:

- techniques and procedures for use of machine shorthand equipment, including real-time computer-aided approaches;
- courtroom procedures, protocol, etiquette, and conventions;
- laws, codes and regulations related to court reporting services;
- technical terminology, documents, and procedures required by Court proceedings;
- rules of English grammar, spelling and punctuation;
- standard office methods and equipment.

Ability to:

- simultaneously listen to and make verbatim record of Court proceedings;
- pay attention to conversational detail;
- maintain confidentiality of sensitive information as related to court reporting records;
- understand and carry out oral and written instructions;
- transcribe accurately from shorthand and real-time computer-aided recordings;
- establish and maintain effective working relationships with those contacted during in the course of the work;
- work effectively in an environment with competing background noises;
- operate a variety of office equipment;
- independently exercise good judgment in performing assigned duties;
- communicate effectively, both orally and in writing.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to continuously use a keyboard, video display, and transcriber on a daily basis. Hearing sufficient to accurately record Court proceedings and communicate effectively with the public and Court staff. Dexterity and coordination to handle files, single pieces of paper, and perform repetitive hand movement while transcribing. Occasionally moves objects weighing up to 25 lbs., such as files, stacks of papers, reference materials and transcription equipment. Personal mobility to work in various office and courtroom locations. Remain in a stationary position for prolonged periods of time.

EXPERIENCE/EDUCATION

Equivalent to graduation from the twelfth grade.

License or Certificate: Possess and maintain a certificate and be in good standing as a Certified Shorthand Reporter issued by the State of California OR evidence of successful testing in accordance with Government Code Section 69942.

Two years experience as a Court Reporter in a Municipal or Superior Court jurisdiction is highly desired.