

COURT REPORTER I

NATURE OF WORK

Work in this class involves acting in a training capacity in the taking and transcribing of information presented in quasi-judicial hearings.

Work originates as a result of assignments to sit in on hearings and to take, for purposes of practice and training, as much testimony as the employee is able to record and to transcribe the notes taken at a hearing by a higher level hearings reporter. Work requires that an employee develop sufficient speed and accuracy in recording hearings in order to act as the hearings commissioner. Instructions from higher-level hearings reporters and the commissioner constitute the work guides for an employee in this class. Work is evaluated by a commissioner for accuracy of transcription and for rate of progress in becoming a fully qualified hearings reporter.

ILLUSTRATIVE EXAMPLES OF WORK

Transcribes the steno-type notes taken by higher level hearings reporters of proceedings before a quasi-judicial body, uses legal references sources to verify citations and quotations, uses medical reference books to insure proper spelling and use of medical terms, and discusses words or phrases which are not clearly understandable with the reporter who took the actual hearing.

Attends hearings, reported by the higher level hearings reporter, to secure practice in recording information presented at a hearing and to increase speed and effectiveness in taking testimony, evidence, arguments, and other information presented; transcribes her own notes as a part of the training process to determine extent of testimony actually recorded.

Types copies of all or portions of the information presented at a hearing for use by hearings commissioner or interested parties.

Takes dictation from the commissioners or other members of the department and transcribes such materials.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of the principle of English grammar and composition.

Some knowledge of modern office methods and practices.

Ability to take testimony presented at hearings or to take dictation at the rate of 150 words per minute.

Ability to type at a rate of 45 words per minute.

Ability to understand and follow written and oral instructions.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by completion of business school courses in the operation of a stenotype machine or in typing and shorthand with ability to take dictation at the rate of 150 words per minute.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.