

COURT REPORTER II

NATURE OF WORK

Work in this class involves the verbatim recording and transcription of proceedings during quasi-judicial hearings and the performance of a variety of secretarial duties.

Work ordinarily originates as the result of assignments to record all hearings presided over by a particular commissioner or attorney and to perform his secretarial work. Special assignment may also be received to record formal hearings before a full commission. Work requires a knowledge of legal terminology, legal procedures and forms in determining the necessary parts of the hearing to record and in the preparation of certified records of the hearing. Questions pertaining to the accuracy of certain statements made in the hearing are referred to a supervisor as well as problems relating to the accuracy of citations and references made in the dictation of legal opinions. Work is reviewed through study of certified court records and observation of the employees performance during the hearing for ability to record proceedings rapidly and accurately and for accuracy in recording transcriptions. Work evaluations also made by the supervisor for compliance with instructions and routine in carrying through the necessary clerical duties.

ILLUSTRATIVE EXAMPLES OF WORK

Attends hearings in a dispute and transcribes verbatim those portions of the proceedings which are necessary to the record; where necessary, transcribes the notes taken during the hearing in the preparation of a certified record of that hearing.

Uses various technical dictionaries and reference books to verify specific words and phrases recorded. Records and transcribes opinions on the issues raised during a specific hearing; verifies all citations and legal references by referring to the quoted law or cited opinion and determines if this is in accord with the general intent of the opinion; where it is not in accord, verifies the quotation or citation with the commissioner or attorney who originated the opinion.

Verifies the qualifications of expert witnesses introducing testimony at a hearing.

Proofreads record of proceeding taken by him when transcribed by another employee.

Performs a variety of clerical duties such as maintaining a set of files, gathering the necessary records and documents before a hearing which are essential to that hearing, and preparing travel authorizations and expense accounts for the commissioner or attorney to whom assigned.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of business English, punctuation, and spelling.

Working knowledge of legal procedure and court procedure, legal terminology, format of common legal documents, and a method of indexing and identifying legal reference books.

Ability to take dictation on a stenotype machine at a rate of 175 words per minute and to transcribe at a rate of 45 words per minute.

Ability to type at the rate of 55 words per minute.

Ability to carry out, without specific instructions, established clerical policies and regulations, particularly as related to legal matters.

Ability to establish and maintain effective working relationships with others.

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 direction at the rate of 175 words per minute and one year of experience in the independent recording and transcription of legal testimony.

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.