

COURT REPORTER

Definition

Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of court proceedings.

Distinguishing Characteristics

Incumbents are responsible for recording verbatim testimony and court proceedings using stenographic equipment, timely transcribe the testimony and certify as to the correctness of said transcript.

Reports to

Court Executive Officer and other court staff as directed.

Representative Duties (The following is used as a partial description and is not restrictive as to duties required.)

- Records verbatim testimony and court proceedings using stenographic equipment; requests clarification of instructions, orders or other actions to properly note the official record
- Prepares and reads back all or portions of the official court proceedings upon instruction from the judge.
- Prioritizes requests for transcripts in order to meet legal timelines.
- Prepares printed and/or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies printed and electronic transcripts of court proceedings.
- Maintains a variety of electronic and paper files
- May use real-time capabilities for hearing impaired individuals.
- Any and all other duties as required or assigned.

Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to

normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and FAX

Desirable Qualifications

Knowledge of:

- California law and forms and court procedures
- Rules of Court as they apply to the duties of the official court reporter
- Legal, medical and computer terminology
- Proper English usage, spelling, grammar and punctuation.

Ability to:

- Take shorthand on stenographic machines for extended periods of time with a high degree of accuracy.
- Discern and accurately record testimony and proceedings in a noisy environment with multiple distractions, requiring focus and concentration.
- Perform repetitive work requiring finger dexterity for extended periods of time.
- Understand and follow verbal and written instructions.
- Speak clearly and loudly to read back testimony.
- Prioritize work
- Work with the public and other court staff in a professional and courteous manner.
- Establish and maintain cooperative and credible working relationships

Training and Experience:

Any combination of training, experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify is:

- Education equivalent to a high school diploma or GED AND
- Experience equivalent to one year of shorthand experience using a stenographic machine, preferably in the court environment
- Certification by the State of California as a Certified Shorthand Reporter or a Certified Court Reporter

Special Requirements

- During the hours the court is open for the transaction of judicial business, incumbents shall not engage in, or solicit to engage in any other employment in their professional capacity
- Incumbents provide and maintain their own equipment and cover the costs of transcribing the record, in return for a fee set by statute.

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