Digital Court Reporter 7725

Proposed Class Specification
Pay Grade 17
FLSA: Included

Distinguishing Characteristics of Work

This is responsible work for covering court and depositions using digital audio reporting systems and producing transcripts from the above-mentioned recordings. The Digital Court Reporter records and monitors all assigned court proceedings and depositions, keeps annotations or recording log sheets as appropriate, files annotations and/or log sheets in the appropriate manner and maintains filing tapes and recordings in proper order. The Digital Court Reporter ensures that equipment is in good working order and reports malfunctioning equipment in a timely manner. Overtime will be required. Working relationships are established with court personnel, divisions of the Office of the Clerk of the Court, State Attorney, Public Defender, other state agencies and the public. A digital Court Reporter works under the direct supervision of the Manager, Court Reporting Services or other court manager. Timeliness and attendance are essential functions of this position.

Education and Training Guidelines

Graduation from a standard high school or equivalent and two years of secretarial and/or clerical experience. Successfully completed studies beyond the high school level may be substituted for the required experience at rate of 720 classroom hours or 30 semester hours per year.

Knowledge, Skills, and Abilities

Knowledge of English grammar, punctuation and spelling. Ability to use and understand the applicable digital audio court recording system for recording and transcribing proceedings. Ability to type 55 correct words per minute. Ability to effectively organize and prioritize work and meet deadlines. Ability to exercise discretion and confidentiality. Ability to present a favorable impression to the public and court personnel. Ability to use a personal computer in a Windows environment. The ability to use word processing, spreadsheet and e-mail applications such as, WordPerfect, Word, Outlook, Corel Quattro Pro, and Excel is required. Ability to use the Internet.

1/2014