

## COURT REPORTER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work for verbatim recording and transcribing testimony in formal and informal court settings, such as trials, conferences, calendar calls, arraignments and hearings. The incumbent also performs back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporters may be assigned to work in other courts during emergencies or to record and transcribe administrative hearings. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Takes and transcribes verbatim testimony in court proceedings;  
Takes minutes of proceedings which do not require verbatim transcripts;  
Maintains court case docket numbers, charges and disposition of charges;  
Maintains records of fines to be paid and fines that have been paid;  
Maintains court testimony records;  
May take dictation of letters;  
May perform various secretarial duties including routine correspondence composition;  
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to take verbatim record of difficult two-voice live dictation and transcribe this material by typewriter with a high degree of accuracy; ability to hear and understand different accents and manners of speaking; ability to understand and carry out moderately complex oral and written directions.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and one (1) year of general verbatim reporting experience.

SUBSTITUTION NOTE: Successful completion of a course in Court Reporting can be substituted for the one (1) year of general verbatim reporting experience.