

*COURT REPORTER – STENOGRAPHY OR VOICE WRITING*

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**DEFINITION**

Under general supervision, records and transcribes, by stenography or voice writing, official verbatim testimony presented at trials and other Court proceedings; furnishes transcripts of such records upon request; performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this class must be licensed to practice by the State of California as a Certified Shorthand Reporter and are required to complete transcripts within the time standards set by law. May work in a variety of Courtroom locations, including specialized assignments.

**TYPICAL TASKS**

- Records verbatim testimony and Court proceedings
- Requests clarification of instructions, orders or other actions to properly note the official record
- Provides real-time transcription or reads back record of proceedings
- Prioritizes requests for transcripts in order to meet legal deadlines
- Prepares printed and/or magnetic media transcripts using computer-aided transcription software
- Reviews and certifies printed transcripts of Court proceedings
- Understands terminology, procedures and regulations related to transcription, billing and collecting
- Organizes, maintains, and archives a variety of electronic and paper files
- Keeps accurate records related to files, storage and billing
- Maintains current knowledge of State regulations related to court reporting
- Transports, sets up, and maintains personal court reporting or voice writing equipment at designated work locations

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Techniques and procedures for use of court reporting equipment, including real-time computer-aided approaches
- Courtroom procedures, protocol, etiquette, and conventions
- Laws, codes and regulations related to court reporting services
- Technical terminology, documents, and procedures required by Court proceedings
- Rules of English grammar, spelling and punctuation
- Standard office methods and equipment

**Ability to:**

- Simultaneously listen to and make verbatim record of Court proceedings
- Pay attention to conversational detail
- Maintain confidentiality of sensitive information as related to court reporting records
- Understand and carry out oral and written instructions
- Transcribe accurately
- Establish and maintain effective working relationships with those contacted during the course of the work
- Work effectively in an environment with competing background noises
- Operate a variety of office equipment
- Independently exercise good judgment in performing assigned duties
- Communicate effectively, both orally and in writing

**PHYSICAL CHARACTERISTICS**

- Dexterity, coordination and vision to continuously use court reporting equipment, a keyboard, and video display on a daily basis
- Hearing and speech sufficient to accurately record Court proceedings and communicate effectively with the public and Court staff
- Personal mobility to:
  - work in various office and Courtroom locations
  - move objects weighing up to 25 pounds
  - move from place to place in various office and Courtroom locations
  - sit for prolonged periods of time

**EXPERIENCE/EDUCATION**

Equivalent to graduation from the twelfth grade.

Must possess and maintain a valid license as a Certified Shorthand Reporter through the use of stenography, voice writing, or both, issued by the Court Reporters Board of California, in accordance with Government Code Section 69942.

Two years experience as a Court Reporter in a Municipal or Superior Court jurisdiction is highly desired, but not required.