

COURT REPORTER

Nature Of Work

Under general supervision, performs full-performance level work recording and transcribing of testimony of administrative and quasi-judicial hearings held by state boards and commissions. Records all testimony, questions, responses, objections, names of witnesses, and descriptions of exhibits or related material at hearings. Transcribes and attests under oath of the completeness and accuracy of testimony for use in appeals to courts or other adjudicatory bodies. May be required to travel to hearing locations throughout the state. Performs related work as required.

Examples Of Work

Records verbatim testimony of administrative hearings using pen writing, stenotype machine or stenomask.
Completes transcriptions of evidence and testimony; prepares administrative orders.
Marks exhibits at hearings; files such exhibits.
Composes routine correspondence and answers questions pertaining to established procedures.
Maintains hearing schedules/itineraries.

Knowledge, Skills and Abilities

Knowledge of standard English, spelling and legal terminology.
Knowledge of hearings and court procedures.
Knowledge of preparation and use of legal records pertinent to enforcement of state rules and regulations.
Skill in typing to produce a satisfactory volume of accurate transcript material.
Ability to comprehend complex oral testimony for extended periods of time.
Ability to record and transcribe accurately.

Minimum Qualifications

Training: Certification as a court reporter by the Supreme Court of Appeals, the National Shorthand Reports Association or by the National Court Reporters Association.

Established: 05/16/96
Effective: 07/16/96