

## CLASS SPECIFICATION

Yuba County Superior Court

January 03

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**CLASS TITLE:** COURT REPORTER

**FLSA STATUS:** Non-Exempt

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### **JOB SUMMARY:**

Under direction of the Judge to which they are assigned, and under general supervision of the Court Executive Officer, the incumbent will provide a full range of duties associated with court reporting services in support of the Superior Court of California, Yuba County.

### **CLASS CHARACTERISTICS:**

This position exercises considerable independent responsibility for maintaining essential court testimony and records, verbatim testimony must be safeguarded from alteration and unauthorized access. Testimony transcripts must be clear and unambiguous and kept in a system of records that meet the high standards of the court. At time the incumbent must be able to read back and/or provide copies of testimony in a clear and professional manner that favorably represents the court.

### **ESSENTIAL JOB FUNCTIONS:**

*The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.*

- Provide court reporting service to the court; record verbatim testimony in assigned proceedings including, but not limited to civil, criminal and juvenile actions.
- Use Computer Aided Transcription (CAT)
- Read testimony aloud at the direction of the court.
- Prepare printed or magnetic media transcripts, review and certify printed transcripts of court proceedings.
- Maintain a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible, prepare daily transcripts as needed, and provide transcripts of proceedings on request of parties or by order of the court.
- Perform related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- California statutes relating to court reporting services.
- Computer Aided Transcription (CAT) machines, legal procedures, specific rules and precedents.
- Legal terminology, phraseology, documents, forms and procedures.
- Medical terminology.
- Business English, including vocabulary; grammar and punctuation.
- Common office machines and their operation such as copier, printer, scanner, FAX machine.
- Common office personal computers and various software packages for word processing, charts, graphs and spreadsheets.

### **Ability to:**

- Hear and distinguish words spoken in varying tones, volumes and accents.
- Use Computer Aided Transcription (CAT) and Real-Time Reporting.
- Maintain a very high degree of accuracy in all typed and written documents and notes.
- Record verbatim testimony at a rate certified to perform the work.
- Provide read-back of all or portions of the record instantaneously upon request.
- Promptly prepare transcripts of proceedings when appropriate and certify the final transcript.
- Safely maintain the files and notes of the court record for which court reporters are responsible.
- Work independently with minimum supervision.
- Handle simultaneous tasks while paying attention to detail and priorities.
- Communicate effectively both orally and in writing.
- Provide excellent customer service with the public, co-workers and other court staff.

### **Experience:**

Any combination of education and experience which provides the required knowledge and skill is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Equivalent to at least a high school education. Currently certified as a Certified Shorthand Reporter or a Certified Court Reporter by the State of California; maintain a current California Driver's License. At least ONE year experience as a Court Reporter.

### **Working Conditions:**

Specified positions may require being able to pass a detailed background investigation. May be required to work overtime with little or no advance notice.

**Physical Demands:**

Mobility to work in a typical setting, sitting in one position for long periods of time. Occasional travel and movement in and about sites may be required by the court.