

CLASS TITLE:**COURT REPORTER**

Class Code: 0244330

Pay Grade: 29A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform difficult stenographic work involving the taking and transcribing of verbatim oral testimony before a member of the Workers' Compensation Court; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific instructions are received; work is subject to review upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform difficult stenographic work involving rapid and accurate taking of verbatim oral testimony of formal hearings and proceedings before a member of the Workers' Compensation Court adjudicating contested claims for workers' compensation benefits.

To report all interruptions, objections of counsel, rapid interchange of remarks, rulings, opinions and decisions.

To report the testimony of all witnesses, including testimony of witnesses on technical subjects involving medical terms relating to personal injuries covered by the provisions of the Workers' Compensation Act.

To prepare a transcript of proceedings, including all exhibits, records and evidence pertaining to cases appealed, after hearing, to the Supreme Court.

When directed, to send complete transcripts of the proceedings to all interested parties in cases of appeal.

To take notes and transcribe decisions and correspondence.

To process all appeals.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of spelling, punctuation and English grammar; the ability to work in a court setting and to record verbatim oral testimony including direct and cross examination of witnesses involving frequent interruptions or rapid interchange of remarks; the ability to meet difficult conditions such as failure on the part of the witnesses or others to enunciate or speak English properly; the ability to take verbatim shorthand or machine stenographic notes accurately, over sustained periods of time, at the rate of 225 words per minute and to transcribe such notes; not more than five errors for each/100 words, and to adapt to computer aided transcription systems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school supplemented by advanced study in shorthand (manual or machine) and typewriting; and

Experience: Such as may have been gained through: employment in a stenographic position, the principal duty of which was to take and transcribe verbatim records of proceedings or hearings involving difficult and varied vocabulary.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997

Editorial Review: 3/15/03