

COURT REPORTER

DEFINITION

Under general supervision, the Court Reporter records and transcribes a verbatim record of official court proceedings of all testimony and activity in cases heard before the Superior Court using stenographic and/or real-time equipment, reads aloud recorded proceedings at the direction of the Court and prepares and certifies transcripts pursuant to applicable statutes, rules, regulations or policies. The Court Reporter is responsible for providing his/her own stenographic/computer equipment, software and other materials per Government Code section 70313. The Court Reporter is typically assigned to a particular Court facility, but may be assigned on short notice to any courtroom at any Court facility to meet the needs of the Court.

Government Code section 69950 authorizes Court Reporters to charge a standard fee for transcription and copies in accordance with an established fee schedule. As an Independent Contractor, Court Reporters are compensated separately for these transcripts and copies, which may be prepared outside of regular Court working hours.

DISTINGUISHING CHARACTERISTICS

This is journey level classification for the Court Reporter series. This class is responsible for the accurate verbatim reporting and transcription of official court proceedings. This function is usually performed in the courtroom; however, the needs of the Court may require reporting to be done in judicial officer chambers, conference rooms or in rare circumstances at off-site locations. Incumbents are expected to exercise considerable discretion in carrying-out responsibilities independently and with a thorough understanding of Court policies, procedures, standards and customer service issues. This class typically reports to the Supervising Court Reporter class.

The Court Reporter classification is distinguished from the Supervising Court Reporter classification in that the latter class has full-supervisory and scheduling responsibilities.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Records verbatim testimony and court proceedings using stenographic and/or real-time equipment; asks judicial officer for clarification of instructions, orders and other actions to properly note the official record.
- Reads back all or portions of the official court proceedings to courtroom participants upon instruction from the judicial officer, including to jurors during deliberation.
- Prepares transcripts of proceedings upon request, certifies the accuracy of Court transcripts and files official transcripts.
- Uses computer equipment to provide real-time reporting.
- Maintains a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible; prepares daily transcripts as needed and provides transcripts of proceedings on the request of parties (e.g., counsel, governmental agencies, litigants and the Grand Jury), or by order of the court.
- Performs basic legal and office file research to ensure appropriate case documentation of names, quotations and similar information; maintains records and prepares basic reports related to work performed.

- Researches as necessary to verify case citations, spellings of legal, medical and other specialized terms used in the case.
- Prepares indices of witnesses and exhibits.
- Responds to requests and inquiries from courtroom proceeding participants.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Travels between Court facilities to perform duties, as required.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess high school diploma or equivalent (GED) and a valid certification by the State of California, Department of Consumer Affairs as a Certified Shorthand Reporter. License must be in good standing and fees must be current at all times. A copy of the current license must be provided to the supervisor each time it is renewed.

Desirable Qualifications

Court reporting and real-time experience in a court setting and/or certification of qualification to provide real-time court reporting.

Knowledge and Abilities

Knowledge of:

- Principles and practices of court reporting.
- Appellate court procedures.
- Transcription software and real-time reporting.
- Court and courtroom procedures and processes.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Penal Code; Welfare and Institutions Code; Vehicle Code; and other applicable statutes, processes and procedures.
- Modern office methods and technology including the use of a personal computer and related software and case management systems.
- Current trends and developments in court reporting technology.
- Legal, medical and administrative terminology, phraseology, documents, forms and procedures.
- Clerical and legal record keeping practices and procedures.
- Correct English use, punctuation and grammar.

Ability to:

- Use computer-aided transcription software and real-time reporter equipment.
- Perform a set of tasks in accordance with established policies, procedures, statutes and standards.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Use, adjust and perform minor maintenance of stenographic and similar equipment.
- Take verbatim dictation of courtroom and related proceedings at a certified rate; transcribing such information accurately and maintaining attention to detail.
- Perform basic legal and related research to verify transcribed information.
- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.

- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Operate a transcriber, computer, stenotype machine and other related office equipment.
- Adapt to changing court reporting technology.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records; understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

Other Requirements

- Possession of a valid driver’s license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 lbs. from place to place; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; and periodic travel to other locations.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. Incumbents are expected to work inside buildings, along or closely with others. The working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Job Title	Court Reporter
Classification Status	GE
Representation Unit	Local 39
FLSA Status	Non-Exempt

Established	12/2010
Revised	02/2020
Previous Title	Court Reporter (Real-Time)

General sign-off: I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature_____

Date_____