

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 02/23/2024

COURT REPORTER

DISTINGUISHING FEATURES OF THE CLASS: The position in this class involves the taking and transcribing the verbatim testimony of all proceedings before Grand Juries, or at other times when a verbatim record is necessary. The incumbent in this class may be required to perform court reporting duties during afternoon, evening and/or night hours at lower criminal courts. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Takes verbatim testimony of all proceedings;
Transcribes verbatim testimony taken before Grand Juries and lower criminal courts;
Records verbatim interviews, conferences and interrogations conducted by District Attorney, Assistant District Attorney and Confidential Investigators;
Takes verbatim testimony or depositions as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Grand Jury procedures as they relate to duties; thorough knowledge of legal, medical and scientific technology pertaining to matters involved in Grand Jury and court procedures; thorough knowledge of English usage, punctuation and spelling; good knowledge of legal forms used in criminal procedures and proceedings; good knowledge of standard clerical techniques; good ability to record verbatim two-voice dictation at a minimum speed of 200 words per minute; ability to transcribe testimony swiftly and accurately; integrity; good hearing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in taking and transcribing verbatim records; **OR**
- (B) Four (4) years of experience in taking and transcribing verbatim records.

NOTES:

1. Possession of a certificate from a National Court Reporters Association (NCRA) accredited program may be substituted for two (2) years' experience.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/28/1982
Revised: 06/05/1996, 04/25/2007, 10/03/2023, 02/23/2024

Title changed from "Grand Jury Stenographer": 04/25/2007