

STENOGRAPHIC REPORTER

DEFINITION

Under direction, to perform skilled stenographic work in taking and transcribing verbatim notes; to perform a variety of secretarial and clerical tasks; and to do related work as required.

EXAMPLES OF DUTIES

Records verbatim in notices of hearings, quasi-legal proceedings, and of police investigations, testimony, statements, and trial hearing using steno machines, stenography, etc.; prepares transcripts of notes taken; keeps notes properly identified and filed; may be required to serve on a twenty-four hour, on-call basis to take statements of persons involved in police investigations; records, transcribes and keys statements of complainants, victims, and suspects; may be called upon to testify in court, reading from notes to verify authenticity of printed statements; takes dictation including letters, briefs, subpoenas, jury instructions and stipulations; keys information from one document on to another form such as Bench Warrants, Restitution Orders and bad check complaints; opens and closes files; keys disposition sheets; opens traffic cases; pays witness fees; performs a wide variety of secretarial and clerical tasks including correspondence, setting up and maintaining files and keying reports, memorandums and forms; performs advanced word processing functions.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to graduation from high school, and an Associate Degree in court and conference reporting. One year of experience as a court or conference reporter and possession of a certificate from an accredited school, NCRA, WI certification or other official record verifying the ability to take dictation at 225 words per minute may be substituted for the degree requirement.

Knowledges and Abilities: Knowledge of modern office principles and practices; knowledge of business English, spelling, and punctuation; knowledge of the terms and forms used in legal discourse, procedures and documents; ability to operate standard office machines including word processing equipment; knowledge of advanced word processing principles, practices, and methods; ability to determine the most efficient and effective utilization of technical procedures available for word processing functions and to implement related procedures and programs; ability to hear group proceedings, testimony, and statements correctly; ability to understand and follow oral and written directions; ability to take technical verbatim dictation at a rate of 225 words per minute over a sustained period and to make an accurate transcription of notes at a net typing speed of 60 words per minute; ability to work independently; ability to work irregular hours and in unfamiliar surroundings.

Special Requirements: For some positions, one year of word processing experience may be required.