

County of Berks

POSITION DESCRIPTION FORM

Position Title: COURT REPORTER I

Department: COURT REPORTERS **Reports To:**
(Title) Chief Court Reporter

Wage Category: **Exempt** **Non-Exempt**

EEO-1 **Union**
Category: Technicians **Classification:** AFSCME

POSITION SUMMARY:

This position is responsible for the verbatim recordation by stenotype machine of all types of court proceedings and the preparation of a complete and accurate transcription from stenotype notes and accompanying computer SD card of such proceedings in accordance with established court-mandated procedures and time constraints. Responsible for the marking and the initial, temporary custody of exhibits offered during any court proceeding.

POSITION RESPONSIBILITIES:

Essential Functions

1. Stenographically record court proceedings by use of a stenotype machine.
2. When directed by the Court, read back portions of the record during proceedings.
3. Prepare orders dictated from the bench by judges.
4. Prepare, by court order or authorization, transcripts by means of Computer Aided Transcription (CAT) software, as requested, within specified time constraints.
5. Mark all exhibits offered during court proceedings and maintain record and description of each.
6. Maintain log and storage of both paper notes and accompanying computer SD card of all proceedings for an indefinite period of time.

Non-Essential Functions

None.

Effective Date

Revision Date

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or possession of a G.E.D. Certificate from a recognized issuing agency.
2. Successful completion and graduation from an NCRA accredited school of court reporting, requiring a minimum of 225 wpm sustained dictation with 97% accuracy, or an Associate's Degree in Specialized Business (Court Reporting).
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
4. Possession of NCRA RPR designation or successfully complete in-house examination.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of English usage, punctuation, spelling, and varied technical terminology.
2. Working knowledge of the conduct of legal proceedings.
3. Skill in taking and transcribing verbatim testimony for sustained periods of time, received at rapid and changing speeds and inflections from several persons.
4. Must be familiar with and have the ability to use Computer Aided Transcription software in the preparation of transcripts.
5. Excellent typing skills.
6. Ability to work independently.
7. Ability to operate office equipment, i.e. printers, copy machines, and binders.
8. Ability to effectively deal with judges, attorneys, government officials, and parties involved in litigation.

PHYSICAL DEMANDS:

1. Must be able to sit for long periods of time (hours) without a break.
2. Must be able to carry stenotype machine, along with associated accessories, from office to courtroom.
3. Must possess excellent hearing.
4. Must be in good physical condition; ability to tolerate stress.

WORKING ENVIRONMENT:

This position works at the pleasure of an assigned judge and must be available to work both before and after normal working hours in court.

This position has time constraints on transcript production (14 days) which may require working before and past normal working hours and on weekends.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

Effective Date

Revision Date