

COURT REPORTER

Pay Scale: \$46,000 - \$55,000, plus additional supplemental pay for completing transcripts.

Email Resume and Court Reporter Certification To: MWheeler@19thjdc.org

Nature of Work:

To perform highly responsible duties of recording and transcribing verbatim records of judicial trials, conferences, hearings or any other court proceedings where a record is required. Fully responsible for the preparation of a complete and accurate record of proceedings which may involve highly technical terminology used in a number of different fields. Notes are taken at a very high rate of speed, manually or through the use of stenotype machines, stenomask systems, or other computerized methods. Work is performed in accordance with procedures established by the Court and is reviewed by the reporter upon completion for accuracy and content. Work is performed under the direction of the Court Reporter Coordinator, and performance is evaluated on the basis of feedback from individuals served, coworkers, and from direct observation.

Examples of Work:

(A given position may or may not include all of the duties listed. The examples provided do not cover all of the duties, which the incumbent of this position may be required to perform.)

Takes verbatim testimony, arguments of counsel, and rulings of the Court, manually or by other generally acceptable and certifiable methods at trials, hearings, conferences, or any other court proceedings where a record is required; transcribes notes of such proceedings; edits and assembles final record in a format approved and ordered by the Louisiana Supreme Court.

Administers oaths or affirmations to witnesses and interpreters in judicial proceedings.

Files all transcripts in a timely manner and in accordance with the laws of the State of Louisiana.

Marks exhibits offered in evidence as directed by the Court.

Provides for storage of notes, tapes, and disks in a proper manner for easy access by court and other reporters.

Prepares minute entries for all actions taken in civil court.

Insures that all equipment used by the reporter in court and the office is in proper working order.

Reviews new statutes or changes in the law or rules of court that apply to court reporting and implements and complies with all requirements.

May be required to travel to various D.O.C. facilities around the state where court hearings are periodically held.

Knowledge, Skills, and Abilities:

Knowledge of use of manual shorthand, or the operation of stenotype machines, stenomask or other computerized systems.

Knowledge of English usage, punctuation and spelling.

Knowledge of hearing and trial procedures and methods of recording verbatim testimony under difficult conditions.

Skill in the operation of typewriters, computers, stenomasks and/or stenotype machines.

Ability to hear well and understand speech of varying inflections, accents and volume.

Ability to take sustained and rapid testimony, either manually or by other generally acceptable and certifiable methods, which is given at varying speeds and inflections by one or several persons.

Ability to transcribe verbatim dictation.

Ability to communicate clearly, both orally and in writing, and to prepare complete and accurate records of proceedings.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to maintain confidentiality of matters handled on a day-to-day basis.

Ability to research terminology in highly technical fields and transfer that information to an accurate transcript.

Qualification Requirements:

Graduation from high school; certification as a shorthand reporter by the Louisiana Board of Examiners of Certified Shorthand Reporters, taking high-speed dictation through the use of generally acceptable and certifiable methods; completion of all continuing education requirements and all standards necessary to remain in compliance with certification by the state.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM DUTIES OF COURT REPORTER

In order to comply with the requirements of the Americans with Disabilities Act of 1990, all applicants are asked to read, complete and sign this document.

The **Court Reporter** must be able to do the following. Please place a check mark (√) beside each item you are able to perform with or without accommodation.

- Sit for long periods of time recording and transcribing verbatim records of judicial proceedings.
- Adhere to applicable laws, regulations, court rules, policies and procedures.
- Maintain efficient record keeping/management systems for tracking, storage and usage of audiotapes and disks.
- Use manual shorthand, or the operation of stenotype machines, steno mask or other computerized court reporting systems.
- Hear well and understand speech of varying inflections, accents and volume.
- Communicate clearly, both orally and in writing, and to prepare complete and accurate records of proceedings.
- Exercise diplomacy in demanding situations and maintain cooperative working relationships with judges, attorneys, officials, coworkers and the public.
- Maintain confidentiality of matters handled on a day-to-day basis.
- Research terminology in highly technical fields and transfer that information to an accurate transcript.
- Transcribe sustained and rapid testimony, either manually or by other generally acceptable and certifiable methods, which is given at varying speeds and inflections by one or several persons.
- Travel to various Department of Corrections facilities around the state for hearings.
- Operate office equipment such as computers, printers, copiers, telephones and fax machines.
- Work a regular Monday through Friday schedule of eight hours with occasional overtime and weekends as required.

I certify that I am willing and able to perform the above requirements with or without accommodation.

Signature of Applicant

Date