

**MINNESOTA JUDICIAL BRANCH**  
**OFFICIAL COURT REPORTER - STENOGRAPHIC**

**Nature of Work**

This is highly responsible technical work. The primary function of the court reporter is to capture a verbatim record of court proceedings using a stenograph machine and to prepare and distribute transcripts in accordance with rules of court, opinions, state statutes, legal guidelines and policies. The court record is utilized by attorneys and litigants, District and Appellate Courts, Department of Corrections, Minnesota Sentencing Guidelines Commission, and is available for review by the public; transcription is a critical aspect of the appeal process and for enforcement of decisions made by judicial officers. Additionally, the court reporter serves as the judicial officer's confidential assistant. The court reporter exercises considerable independent judgment in all aspects of job performance. Work is reviewed and evaluated by the judicial officer.

**Essential Functions** (Any one position may not include all the duties listed, nor do the examples cover all the duties that may be performed.)

- Solely responsible to capture and preserve a verbatim record of court proceedings using a stenograph machine, which may include computer-aided transcription proficiency.
- Maintains complete records of all verbal and nonverbal incidents related to the proceedings, including but not limited to identifying participants by name, marking and identifying exhibits, noting any "off the record" discussions allowed, objections, bench or side-bar conferences, motions and rulings, and types of testimony.
- Maintains acute level of concentration and attentiveness throughout all court proceedings, regardless of disruptions and other unpredictable and adverse conditions.
- Reads back testimony if requested to do so, upon which subsequent testimony, objections and rulings are based.
- Utilizes computer equipment and software applications for preparation of transcripts and court orders; develops, edits, regularly updates and maintains computer-aided transcription dictionaries.

**OFFICIAL COURT REPORTER - STENOGRAPHIC (cont.)**

- Maintains accurate and complete files and records, including stenographic notes, computer disks, exhibit lists, witness lists, court calendars, and other materials for archiving.
- Subject to and must be aware of changes in Minnesota Statutes, Rules of Court, District Court policy, Minnesota Official Court Reporter Procedure Manual, Code of Ethics, Standards of Professional Practice, and National Court Reporters Association (NCRA) Code of Professional Conduct, all of which include rules and policies for mandatory transcription, time constraints, necessary documentation, forms, and fees.
- Transcribes, proofreads, certifies and distributes official transcripts and related reports and documents upon request by translating court proceedings from stenographic notes to English; may include providing transcripts in electronic format.
- Serves as confidential assistant to the judicial officer pursuant to Minnesota Statute 486.01; performs any other court-related and confidential duties as directed by the judicial officer, including but not limited to: preparing orders; providing authorized information to inquiries from the media, public, parties to a case, etc.; responding to inquiries from other court system agencies regarding terms of court orders; maintaining office filing system and correspondence files; coordinating and scheduling meetings and speaking engagements.
- May use law library and Trial Court Information System to research and retrieve information; may provide general assistance with acquisition, classification and cataloguing of library materials.

**Knowledge, Abilities and Skills**

Thorough knowledge of appellate court procedures, established precedent, rulings and decisions relating to court reporter obligations and responsibilities.

Knowledge of, and performance of duties subject to changes in Minnesota Statutes, Rules of Court, District Court policy, Minnesota Official Court Reporter Procedure Manual, Code of Ethics, Standards of Professional Practice, and NCRA Code of Professional Conduct; all references cited here encompass rules and regulations for mandatory transcription, required time lines, necessary documentation, forms, and fees.

Thorough knowledge of English grammar, punctuation and spelling, legal, medical, and technical terminology, and legal concepts.

Knowledge of modern office practices, procedures and equipment.

**OFFICIAL COURT REPORTER - STENOGRAPHIC (cont.)**

Skill in preparation of complex documentation and forms relative to appellate transcripts.

Skill in updating computer hardware and software as needed, which may include operating systems, word processing, spreadsheet, database, and computer-aided transcription applications.

**Working Conditions**

Work is performed primarily in a courtroom, hearing room, conference room, judicial officer's chambers. May include travel assignments.

**Physical Demands**

Writing on stenograph machine for extended periods of time; mobility is severely restricted.

Repetitive hand motion.

Sitting in one position for extended periods of time, both in courtroom and office settings and while transcribing.

Listening attentively and concentrating for extended periods of time.

Transporting stenographic and computer equipment to various locations both within and out of the courthouse to which permanently assigned; may include transport of judicial officer's assigned case and/or office files.

**Qualifications**

Graduation from a post-secondary institution court reporting program approved by NCRA and the Minnesota Supreme Court.

**Licensure and Certification Requirements**

Registered Professional Reporter (RPR) certification through NCRA, which must be maintained to work in the Minnesota court system (except grandfathered stenographic reporters pursuant to Supreme Court order).

RPR certification must be maintained by obtaining 3 CEUs per three-year period, in accordance with certification guidelines established by NCRA.

May include Certification as Electronic Court Reporter by the Minnesota Supreme Court if utilizing electronic recording equipment for some hearings.