

MINNESOTA JUDICIAL BRANCH
OFFICIAL COURT REPORTER - ELECTRONIC

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 electronic recording equipment 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 electronic recording equipment.
- 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 a high level of concentration and attentiveness throughout all court proceedings, regardless of disruptions and other unpredictable and adverse conditions.
- Plays back testimony if requested to do so, upon which subsequent testimony, objections and rulings are based.
- Utilizes transcribers, computer equipment and software applications for preparation of transcripts and court orders.
- Maintains accurate and complete files and records, including log notes, cassette tapes, computer disks, exhibit lists, witness lists, court calendars, and other materials for archiving.

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- Subject to and must be aware of changes in Minnesota Statutes, Rules of Court, District Court policy, Minnesota Official Court Reporter Procedure Manual, and Handbook for Electronic Court Reporters, 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 transcribing court proceedings from audio tapes and detailed log notes; may include providing transcripts in electronic format.
- Serves as confidential assistant to the judicial officer pursuant to Supreme Court Order dated December 3, 1981 (Paragraph II) which incorporates 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 cataloging of library materials.
- Trains stenographic court reporters and court administration personnel in the set-up, operation, and use of electronic recording equipment.

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, and the Handbook for Electronic Court Reporters; 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; maintaining up-to-date reference materials and glossaries regarding a wide range of topics, including medical and legal terms and other complex technical terminology that may be encountered during court proceedings.

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Knowledge of office practices, procedures and equipment.

Knowledge of computer hardware and software applications, which may include operating systems, word processing, spreadsheet, and database, as well as digital recording and voice recognition systems.

Knowledge of four-channel electronic/mechanical recording equipment, including channel separation concepts, microphone sound pick-up patterns, and microphone connection and placement in order to obtain a high quality recording.

Knowledge of law library procedures and research techniques.

Ability to set up electronic recording equipment, including proper connection of microphones and cables in order to obtain voice separation and a high quality audio recording.

Ability to simultaneously monitor court proceedings and write clear, detailed log notes regarding significant occurrences, types of testimony, rules, objections, non-verbal expressions, speaker identification and noting corresponding tape index numbers for extended periods of time.

Ability to concentrate for extended periods of time.

Ability to exercise tact, patience and impartiality during all court proceedings, without regard to disruption and adverse and stressful conditions.

Ability to interpret, explain and apply laws, rules, policies and procedures.

Ability to exercise independent judgment in all aspects of job performance.

Ability to coordinate, prioritize and organize work load to meet transcript production guidelines as noted in Bullet 2-Knowledge above, including negotiating terms of transcript production when applicable.

Ability to establish and maintain good working relationships with agencies and individuals in the court system and with attorneys, litigants, and the public.

Ability to understand and carry out complex or ambiguous verbal and written instructions, and execute tasks promptly.

Ability to recognize and maintain the need for confidentiality on many levels.

Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.

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Ability to work well and cooperate with others assigned to the judicial officer.

Ability to be flexible regarding assignments, which may include travel and transporting equipment.

Typing at a minimum rate of 70 words per minute and transcribing dictation.

Skill in the operation of electronic recording equipment and writing clear, detailed log notes regarding significant occurrences.

Skill in organizing and prioritizing multiple tasks.

Skill in composing both written and oral communications.

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, and database, as well as digital recording and voice recognition systems.

Working Conditions

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

Physical Demands

Sitting for extended periods of time in courtroom setting monitoring proceeding and writing log notes.

Sitting for extended periods of time in office setting and while preparing transcripts.

Listening attentively and concentrating for extended periods of time.

Transporting transcribing and electronic recording 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 an approved high school supplemented by course work in secretarial sciences or paralegal training and experience in a legal or court office.

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Licensure and Certification Requirements

Certification as Electronic Court Reporter by the Minnesota Supreme Court.