

COURT REPORTER

Definition of Work

This is responsible stenographic work in recording and transcribing verbatim court of common pleas proceedings, hearings, and conferences and in performing secretarial functions for the master/hearing officer.

Work involves responsibility for the verbatim recording and transcription of testimony at court proceedings, hearings, and conferences. Transcripts may be certified in judicial appeal proceedings on the courts and the reporter is responsible for the absolute accuracy of the transcript and timely dissemination of same. master and is evaluated on the basis of speed and accuracy of work and results achieved.

Essential Functions of Work (May not include all of the duties performed.)

- Primary responsibility is for recordation of all master/hearing officer's hearings, orders and reports and for all president judge's family section proceedings.
- Records and transcribes proceedings of court trials, hearings, or conferences by stenotype where verbatim records are required by law; identifies participants by name to facilitate recordings; reads aloud statement of participants as requested during proceedings; places identifying marks on supplemental material for inclusion in finished transcript; prepares and distributes transcripts and related reports and documents, making final check for technical accuracy and pagination.
- Maintains files and records of notes indexed to facilitate ready reference; performs a variety of technical clerical tasks related to the conduct of trials, hearings, and conferences, such as dictation and transcription of orders.
- Schedules hearings and conferences for master/hearing officer; sends out notice of hearing as required; reschedules as necessary.
- Takes and transcribes oral dictation consisting of technical letters, reports, memoranda, briefs, speeches, minutes of meetings or other materials; types notices and other data pertaining to an agenda for meetings; composes and types form letters or letters of a standardized nature for review by a superior; types a variety of materials from draft copy, dictating machine or detailed instructions.
- Maintains office files; posts data to records; compiles and computes data from files and other sources in preparing moderately complex reports.
- Composes and types correspondence requesting information.
- Processes a variety of involved forms and records which may require a knowledge of legal terminology. Reviews and processes praecipes to transmit final divorce decrees.
- Processes, sorts, checks for accuracy and files financial records, legal documents, and other records and documents in accordance with established systems.
- May act as receptionist; screens callers, answers complaints or questions relating to department operations, services, and functions; arranges appointments; assists visitors.
- May operate a video display computer terminal for periodic routine data entry or inquiry.
- Performs confidential clerical and related duties as required by the master/hearing officer
- Performs related work as required.

COURT REPORTER (continued)***Marginal Functions***

None.

Requirements of Work

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduation from high school, or possession of a GED certificate, including or supplemented by courses in stenography and typing; and one to three years' experience in general stenography, typing and clerical work, or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills.

Knowledge, Abilities and Skills

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, punctuation, spelling and arithmetic.
- Knowledge of departmental rules, procedures and functions.
- Ability to take and transcribe oral dictation at a normal speaking rate and to type accurately from rough draft or plain copy.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to compose routine letters and memoranda without dictation.
- Ability to receive calls and make proper disposition of problems.
- Ability to make minor decisions in accordance with departmental precedents and regulations and apply these to work problems.
- Skill in stenography and typing.

- Skill in the operation of standard office machines.
- Skill in the operation of a video display computer terminal for routine data input or inquiry.

Necessary Special Requirements

Compliance with performance standards promulgated by Pennsylvania Supreme Court.