

**VERMONT JUDICIAL BRANCH**

**COURT RECORDER**

**Court:** Trial Court

**Supervisor:** Court Operations Manager

**Job Code:** 97130J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 12

**Union Eligible:** Yes

**PURPOSE:**

This position is responsible for recording court proceedings on electronic recording equipment, monitoring the tape machine to insure that the proceeding is being recorded, and to maintain a log of the proceeding to aid in transcription.

**ESSENTIAL JOB FUNCTIONS:**

- This position insures that the recording equipment is operating properly before use and that the equipment receives regular cleaning and maintenance.
- Controls microphone levels to insure proper recording during different situations that occur during the proceedings, such as bench conferences, conferences in the judge's chambers, etc.
- Marks and enters into the record exhibits presented by the litigants.
- Provides clerical assistance in one or more of the criminal/family court dockets, or customer service work for matters within the court's jurisdiction.
- This position is responsible for all duties defined and other duties as assigned such as training other employees
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

**Education:** High school graduation.

**Experience:** Two years of clerical or secretarial experience. College training may be substituted for the work experience on a year-for-year basis.

- Knowledge of office practices, procedures and equipment.
- Knowledge of English Grammar, usage and spelling.
- Knowledge of typing techniques such as centering, spacing, margins and tabulations.
- Ability to edit material for grammatical, spelling and punctuation accuracy.
- Ability to follow moderately complex oral and written instructions.
- Ability to transcribe material from a recording machine.
- Ability to work effectively under public scrutiny.
- Ability to transcribe material from a recording machine.