

VERMONT JUDICIAL BRANCH

COURT REPORTER V

Court: All Divisions

Supervisor: Court Operations Manager

Job Code: 93310J

Exempt/Non-exempt: Non-exempt

Pay Grade: 22

Union Eligible: Yes

PURPOSE:

Work involves responsibility for the verbatim recording and transcription of testimony at trial court proceedings, hearings and conferences. Certified transcripts may be needed for judicial appeal proceedings in the courts, and the reporter is responsible for the absolute accuracy of the transcript. Employees perform under the general supervision of the Managing Court Reporter and are evaluated on the basis of speed and accuracy of work.

ESSENTIAL JOB FUNCTIONS:

- Records and transcribes by steno type machine, using computer-aided transcription, the proceedings of the courts where verbatim records are required by law.
- Reads aloud statements of participants as requested during the proceeding.
- Places identifying marks on exhibits for inclusion in the court record.
- Prepares and distributes transcripts and related reports and documents in a timely manner insuring technical accuracy.
- Maintains files and records of notes indexed to facilitate reference.
- Performs a variety of clerical tasks related to the conduct of court proceedings such as dictation and transcription of orders.
- 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 & ABILITIES:

EDUCATION: Graduate of a two-year Court Reporting Program, accredited by the National Shorthand Reporters Association.

TEST REQUIREMENT: Must have passed the NCRA Registered Professional Reporter Exam.

EXPERIENCE: Must have two (2) years court reporting experience.

- Thorough knowledge of legal and medical terminology, spelling and punctuation.
- Considerable knowledge of modern court practices and procedures.
- Considerable knowledge of court rules and regulations.
- Ability to interpret and follow oral and written instructions.
- Ability to operate common office equipment which may require no special training other than skills which may be acquired on the job.
- Ability to accurately take dictation for extended periods of time.
- Skill in taking and transcribing machine shorthand notes by the use of computer-aided transcription or some other method of recording dictation.
- Skill in typing/keyboarding with ability to produce a considerable volume of material over a sustained work period.