



# COUNTY OF NYE

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## CLASS TITLE: COURT REPORTER

### BASIC FUNCTION:

Under the direction of the Judge, to perform duties in accordance with court rules and regulations, record court hearings, proceedings and actions using recording equipment, transcribes verbatim court proceedings into printed form from such recordings, operating audio recording equipment if necessary.

### REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Sets up and operates audio or other recording equipment to record all official activities of the court to which assigned; reads back or plays back sections of recordings for the judge or jury as requested.
2. Maintains automated or hand-prepared logs of proceedings on actions; correlates such logged information with recorded data; makes notations of witness or participant behavior, session times, etc. to augment the audio record.
3. Transcribes court proceedings from audio equipment to printed format, using word processing and appropriate transcription apparatus.
4. Ensures that motions, decisions and all actions are accurately documented.
5. Ensures that proper authorization is received for transcription requests; locates and duplicates tapes as required and returns them to property location after usage.
6. Proofreads transcribed materials for accuracy.
7. Maintains records of work performed; prepares forms for billing for recordings and transcription service; follows-up on delinquent billings as directed.
8. Directs and oversees the work of relief recorder/transcribers; instructs staff in work procedures.
9. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and direction or participating as an active member of a work team.
10. Maintains a supply of forms, tapes, papers and other materials for assigned duties.
11. Uses a variety of equipment, including word processors, recording devices and FAX machines; arranges for maintenance and repair of such equipment.
12. Performs a variety of office support functions as required for the effective functioning of the department to which assigned.

### EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Equivalent to graduation from high school and either two (2) years of experience in preparing verbatim transcriptions of court proceedings and actions from recording devices or one (1) year of recording court proceedings and transcribing such proceedings. College level course work in paralegal studies or secretarial or office administrative subject desirable.

**KNOWLEDGE OF:**

Operation and adjustment of audio or other recording equipment; Court terminology, activities, functions and procedures; Rules and regulations regarding the duplication and release of court transcriptions and records of actions; Computer and word processing applications related to the work; Standard office practices and procedures, including filing and the operation of standard office equipment; Record keeping principles and practices; Correct business English, including spelling, grammar and punctuation, business arithmetic, basic legal and court terminology, forms and functions, basic medical terminology.

**SKILL IN:**

Making accurate recordings and transcriptions of court proceedings and actions; Operating audio or other recording equipment, including logging proceedings accurately; Operating word processing and transcription equipment in a production environment with speed and accuracy; Proofreading materials for accuracy and correct English usage; Making accurate arithmetic calculations and preparing accurate billings; Maintaining accurate records of work performed; Typing at a net rate of 70 words per minute from printed copy; using initiative and independent judgment within established procedural guidelines; Contributing effectively to the accomplishment of team work unit goals, objectives and activities; Establishing and maintaining effective working relationships with those contacted in the course of the work; Interpreting, applying and explaining applicable codes, regulations and procedures; Organizing own work, setting priorities and meeting critical deadlines.

**LICENSES:**

Valid Nevada Driver's License; Certified Court Reporter.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Directs and oversees the work of relief recorder/transcribers.

**CONTACTS:**

Co-workers; department heads and personnel; elected officials and the general public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer

**WORKING CONDITIONS:**

- . Normal office environment.