

COURT REPORTER

DEFINITION

Under general supervision, to provide the verbatim official record of all testimony and court proceedings in cases heard before the Superior Court of California, County of San Francisco, and during Grand Jury proceedings; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized job classification for positions which are responsible for preparing verbatim official records of court proceedings in machine shorthand, providing read back of the records upon request, and preparing official transcripts of Court and Grand Jury proceedings.

REPORTS TO

Court Judges, for Official Court Reporters and the Court Reporter Coordinator, for Pro Tem and Permanent Pro Tem Court Reporters. In addition, Official Court Reporters assignments may be adjusted by the Court Reporter Coordinator who also monitors the time accounting for all Court Reporters.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Attends Court and Grand Jury sessions; makes verbatim official records of proceedings, often of a technical nature and at a high rate of speed; provides immediate read back of all portions of the records as requested; prepares transcripts of proceedings as requested; certifies the accuracy of court transcripts; files official transcripts; checks spellings of case citations and of legal, medical, and other special terms used during case proceedings; prepares transcript indices of witnesses and exhibits; responds to participants' requests regarding courtroom proceedings relating to the transcription of those proceedings; operates a variety of office equipment in connection with primary court reporter duties, including transcription machines, computer terminals, printers, typewriters, copiers, and related equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit and maintain sustained high-speed reporting for extended periods; occasionally stand and walk; normal manual dexterity necessary to sustain high-speed reporting for extended periods and ear-eye-hand coordination; hear and distinguish words of various tones and volume; lift and move objects weighing up to 25 lbs; corrected vision to normal range; verbal communication; use of office equipment, including computer, transcription machines, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed primarily in courtrooms, chambers, offices and conferences rooms. Occasionally, work may be performed at various locations throughout the County to report proceedings as directed by and presided over by a judge or commissioner; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Principles and practices of court reporting.
- Legal record keeping practices and procedures.
- Legal terminology used in court proceedings.
- Sections of California statutes relating to court reporting procedures, including applicable sections of the Government Code, California Rules of Court and Miscellaneous Orders issued by the First Appellate District of the Court of Appeal of the State of California
- Designation of all code sections as cited in the record.
- Statutes related to the provision of Court Reporting services.
- Medical and other special terminology used in Court proceedings.
- Proper English usage, grammar, punctuation, and spelling, including legal, medical and technical terminology.

Ability to:

- Operate a stenotype machine and computer to record all court proceedings and prepare an accurate and complete official written record.
- Develop and maintain skills necessary to stenographically write "real time" with computer assisted transcription.
- Understand, explain, and apply legal terminology, codes, and procedures.
- Exercise discretion and judgment.
- Maintain confidential information when required by legal and ethical standards.

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Superior Court of California
County of San Francisco

Class Code: 0500
Date Established: 6/17/99
Date Last Revised:

- Effectively communicate both verbally and in writing.
- Organize work and establish priorities.
- Work under pressure to produce accurate work and official transcriptions within established deadlines.
- Work independently in a courtroom environment.
- Maintain confidential information when required by legal or ethical standards.
- Respond professionally and courteously to judges, attorneys, litigants, court staff, and the public.
- Establish and maintain cooperative working relationships with judges, attorneys, litigants and court staff.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A highly desirable way to obtain the required knowledge and abilities would be:

Two years of experience as a certified State of California Court Reporter.

Special Requirements:

Certification by the State of California as a Shorthand Reporter.

Obtain and maintain Realtime Qualification from the Court.

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.