

# Job Analysis: Registered Diplomat Reporter



A Registered Diplomat Reporter is a stenographic reporter who possesses the knowledge, skill, ability to produce a verbatim record of proceedings, basic knowledge of reporter-related terminology and technology. A "verbatim record" is one which accurately reflects the spoken word and nonverbal communication and action.

## **Purpose of the Registered Diplomat Reporter (RDR) Program**

The Registered Diplomat Reporter was established to show the competency and skills of an advanced stenographic reporter.

An RDR abides by all rules and regulations affecting the court reporting profession and is in compliance with the NCRA *Code of Diplomat Ethics* at all times.

## **Requirements of the RDR Credential**

In order to obtain the RDR credential, one must be a Registered Merit Reporter (RMR), and pass a written knowledge test with at least 70% accuracy

To maintain the RDR credential, one must obtain 3.0 Continuing Education Units (CEUs) every three (3) years.

## **Purpose of the RDR Job Analysis**

This document describes the overall professional practice domains and associated tasks

essential for a RDR. The percentages next to each domain and task equate to the approximate number of questions on the test in that specific area.

## **History of the RDR Job Analysis**

The original RDR job analysis was prepared in 1994 by the National Court Reporters Association in cooperation with the Diplomat Examination Service, a not-for-profit testing corporation. The document has been updated every few years, as necessary.

## **Overview of the 2011 Job Analysis Study**

In July 2011, a full study was performed to update the RDR Job Analysis. After the Job Analysis Task Force created the new domains and tasks, a survey was sent to the NCRA Registered membership to rate the frequency and importance of each task. Based on these ratings, percentages were assigned to each domain and task.

## **Benefits of Certification**

NCRA takes seriously the need to develop and administer objective and valid exams. The judicial system, and society as a whole, depends heavily on the services that only a qualified court reporter can provide. Therefore, working with Diplomat Examination Services and Pearson VUE, two premier national testing authorities, NCRA has established a test development and administration process that ensures that those who pass an NCRA certification are truly qualified to provide court reporting services based on that established standard.

In an increasingly competitive marketplace, it's harder than ever to impress your clients and employers. In this environment, there are only so many ways for you to differentiate yourself.

Now more than ever, it's critical that all stenographic reporters take the next step. It's time for you to add an NCRA certification to your list of career accomplishments.

# Job Analysis: Registered Diplomate Reporter



## Domains and Tasks of the Registered Diplomate Reporter (RDR) Exam

### Domain 01

#### Technology (17%)

Utilize electronic equipment to generate transcripts. (10%)

- Litigation support services
- Computer utilization

Identify potential causes for the inability to deliver electronic services. (7%)

- Troubleshooting

### Domain 02

#### Reporting Practices (53%)

Produce, protect, and transfer transcripts. (10%)

- English usage
- Court reporter procedures

Manage electronic files. (10%)

- Storage and retrieval

Locate and utilize resources to obtain or verify data related to case information and technology. (10%)

- Reference materials
- Technical terminology

Determine job requirements for an assignment. (8%)

- Legal proceedings and pleadings

Determine equipment requirements for a reporting assignment. (8%)

- Hardware
- Software needs

Determine the management/disposition of exhibits. (7%)

- Documents
- Evidence

### Domain 03

#### Professional Practices (30%)

Provide equal and impartial treatment regarding services, invoicing, and communications. (10%)

- Business practices
- Ethics

Implement necessary confidentiality requirements in all aspects of court reporting. (10%)

- Privacy concerns

Implement all applicable local, state, and federal rules regarding court reporting. (10%)

- NCRA guidelines and information
- Professional conduct

#### References

All references are the most recent editions, unless otherwise noted.

#### Business

- Dictionary of Business Terms (Barron's)
- Dictionary of Insurance Terms (Barron's)
- Marketing Your Services for People Who Hate to Sell
- Robert's Rules of Order

#### Computer

- Ask Mr. Modem! (2<sup>nd</sup> ed)
- Dictionary of Computer and Internet Terms (Barron)
- Sherman's Guide to Web Sites
- Windows Help

#### General

- Bartlett's Familiar Quotations Dictionary (Merriam-Webster's)
- NCRA (Journal of Court Reporting, web site, Policies and Procedures Manual, other)

#### Grammar

- Glossaries for Court Reporters
- Grammar for Court Reporters
- Gregg Reference Manual
- Morson's English Guide for Court Reporters
- Proofreading Manual [A Guide for Court Reporters, Scopists, and Proofreaders]

#### Legal

- ADA Information
- Black's Law Dictionary (8<sup>th</sup>)
- The Bluebook: A Uniform System of Citations
- Federal & State Rules of Civil and Appellate Procedures
- Federal Register
- IRS Publications
- Special Interest Groups (e.g. AAJ, ABA)

#### Medical

- Health Professional's Drug Guide
- Stedman's Medical Dictionary (28<sup>th</sup> ed)

#### Technology

- Alternative Realtime Careers
- An Introduction to Court Reporter Technology
- CART in the Courtroom: NCRA Model Guidelines
- CAT Software Manuals
- The Complete Court Reporter's Handbook and Guide for Realtime Writers
- The Court Reporter's and CART Services Handbook
- Closed Captioning Handbook
- Dictionary of Scientific and Technical Terms (McGraw-Hill)
- Inside Captioning
- Realtime Systems Administrator Pocket Guide (NCRA)
- Realtime Writing
- Writing Naked