



Classification Specification

COURT REPORTER

Job Code: 33075 Salary Grade: 16 Salary Range: \$43,860-\$67,984 FLSA: Nonexempt

Purpose of Classification:

The purpose of this classification is to record and transcribe verbatim court proceedings or other hearings.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Takes verbatim recordings of formal and/or legal proceedings; utilizes stenography and voice to text equipment; sets up, connects and verifies proper operation of equipment prior to proceedings; reiterates testimony and court records from notes upon request; and ensures confidentiality of all evidence and testimony.

Prepares certified written and electronic verbatim transcripts; proofreads, edits, prints, and binds transcript; prepares trial index; attaches photocopies of all trial exhibits; certifies accuracy and completeness of documents; prepares certified documents for filing with Clerk of Court; produces and distributes copies of documents as appropriate; and maintains confidentiality of official records.

Receives, inventories, records, and stores trial exhibits entered as evidence in court; enters case exhibit information into court database; files case exhibits with proper agency when necessary; maintains exhibits during court hearings and trials; and files/stores case exhibits in specified storage areas in compliance with applicable laws, rules, and regulations.

Prepares, collates, and binds printed transcripts of court proceedings; prepares digital media copies of transcripts as requested; backs-up and archives electronic files and exhibits for storage in compliance with applicable laws; and responds to requests for transcripts within designated timeframes.

Prepares invoices for transcription services of court proceedings, court orders, and other legal hearings; bills attorneys, other individuals, and agencies according to fee schedules; and maintains copies of billing, invoices, and payments.

Maintains court reporting equipment and supplies used in daily work assignments; ensures proper working order of equipment; makes minor repairs; and sends equipment to outside vendors for major repairs as necessary.

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Minimum Qualifications:

Associate's Degree in Business Administration, Public Administration, or a related field required; three years of court reporting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain certification as a Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA) or licensure as a Certified Court Reporter (CCR) from the Board of Court Reporting of the Judicial Council of Georgia; and must possess and maintain affirmation as a sworn Deputy Clerk of the Court.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as firearms, violence, or rude/irate individuals.

DeKalb County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.