

THE ENTRY-LEVEL CERTIFIED LEGAL VIDEO SPECIALIST (CLVS)

A JOB ANALYSIS

This job analysis was conducted by the Committee on Videotape Recording, comprised of a panel of experts in the videotape field, and represents the job-relevant experience of videotape specialists, educators, researchers, and court reporters. It describes the overall job functions and responsibilities as well as the underlying knowledge, abilities, and skills that are essential to ensure competence as an entry-level CLVS.

JOB DOMAINS

40%	10	VIDEOTAPE RECORDING PRODUCTION
		10.01 Videotape Recording of Spoken Words
		10.02 Videotape Recording Actions
20%	20	POST PRODUCTION
		20.01 Playback
		20.02 Editing
		20.03 Duplication
25%	30	LEGAL AND JUDICIAL PROCEDURES
		30.01 Exhibits
		30.02 The Oath
		30.03 Stipulations
		30.04 Court Orders
		30.05 Captions and Appearances
		30.06 Determining Videotape Distribution
		30.07 On and off the Record
10%	40	OFFICE PROCEDURES AND OPERATING PRACTICES
		40.01 Labeling and Indexing
		40.02 Filing and Storage of Videotapes
		40.03 Scheduling
		40.04 Selecting and Maintaining Equipment
		40.05 Ordering Supplies
5%	50	PROFESSIONAL DEVELOPMENT
		50.01 Conduct
		50.02 Compartment

10. VIDEOTAPE RECORDING PRODUCTION

10.01 VIDEOTAPE RECORDING OF SPOKEN WORDS

Videotape spoken words and actions by means of videotape equipment to preserve a verbatim record for use by interested parties (court, council, firms, agencies, organizations, individuals).

Knowledge of:

- K-1 Videotape systems, its components, set up and testing procedures.
- K-2 Minimum technical specifications.
- K-3 Role, purpose, and responsibilities of the videotape specialist.
- K-4 The vocabulary of videotape production.
- K-5 Parliamentary, courtroom and other legal procedures.
- K-6 The proper composition and format of a videotape record.
- K-7 The role and responsibilities of the court reporter in a videotape recording session.
- K-8 The importance of a simultaneous stenographic record of a videotape recording session.
- K-9 Verbal and nonverbal communication techniques.
- K-10 Technical troubleshooting procedures.
- K-11 The applicability of the rules of evidence concerning videotape.
- K-12 Tape formats.
- K-13 Correct logging procedures during a videotape recording session.

Ability to:

- A-1 Set up and test a videotape recording system with audio tape back up.
- A-2 Comprehend the spoken word and articulate the need for appropriate videotape specialist actions.
- A-3 Relate and interact with all participants in a proceeding.
- A-4 Sustain concentration for long periods of time.

- A-5 Identify speakers.
- A-6 Adjust equipment and compensate for adverse environmental conditions.
- A-7 Work under time constraints.
- A-8 Perform verbal and nonverbal communications techniques.
- A-9 Troubleshoot videotape system and its components.
- A-10 Maintain a log of events during a videotape recording session.
- A-11 Mark and identify tapes.
- A-12 Maintain composure.
- A-13 Communicate the importance of a simultaneous stenographic record of the videotape recording session.

Skill in:

- S-1 Setting up and operating the videotape system and its components within a reasonable time frame.
- S-2 Making a competent and accurate videotape recording of the proceedings.

10.02 VIDEOTAPE RECORDING ACTIONS

Record actions and speech, such as:

- Introduction
- Identification of speakers
- Indication of whether witness was sworn
- Type of examination (e.g., direct, cross, voir dire)
- Procedures for going on and off the video tape
- Marking and retention of exhibits
- Indications of the time
- Demonstrating, indicating, pointing

Knowledge of:

- K-1 Parliamentary, courtroom, and other legal procedures.
- K-2 The applicability of the rules of evidence, technique concerning videotape.

K-3 The camera technique and format of a videotape record.

K-4 How and when to record words and/or actions in a proceeding.

Ability to:

A-1 Anticipate and identify the unspoken actions required to make a complete and accurate record.

20. POST PRODUCTION:

20.01 PLAYBACK

Play back proceedings in a technically competent manner utilizing the necessary equipment in a variety of situations, such as during and after proceedings, out of court, and in court, without jeopardizing the integrity of the record.

Knowledge of:

K-1 Videotape playback equipment, systems, components, set up, and playback testing procedures.

K-2 Minimum technical specifications.

K-3 The role, purposes and responsibilities of the videotape specialist in playback.

K-4 The vocabulary of videotape playback terminology.

K-5 Courtroom and other legal procedures governing playback.

K-6 Environmental factors that affect playback.

K-7 The impact of playback on the official court reporter.

K-8 Playback troubleshooting procedures.

K-9 The proper use of a log sheet during playback.

Ability to:

A-1 Operate playback equipment and systems.

A-2 Locate and mute portions of videotape during playback.

A-3 Maintain composure.

A-4 Interact and communicate with all participants.

- A-5 Concentrate despite distractions and extraneous noise.
- A-6 Troubleshoot playback systems and components.
- A-7 Adapt to environmental factors affecting playback.
- A-8 Accommodate special requests from participants.
- A-9 Use the log sheet during playback.

Skill in:

- S-1 Setting up and operating videotape systems and components within a reasonable period of time.
- S-2 Conducting an accurate and competent playback of videotape proceedings.

20.02 EDITING PROCEDURES

Edit videotape and electronically delete portions of material by court order or stipulation without jeopardizing the integrity of the original videotape.

Knowledge of:

- K-1 Equipment for electronic editing.
- K-2 Procedures for electronic editing.
- K-3 The role and responsibilities of a videotape editor.
- K-4 The vocabulary of videotape editing terminology.
- K-5 Court rules and procedures governing the editing of videotapes.

Ability to:

- A-1 Competently operate videotape editing equipment.
- A-2 Follow editing instructions.
- A-3 Concentrate despite distractions and extraneous noise.
- A-4 Identify and locate portions of the videotape to be edited.
- A-5 Communicate editing procedures to all participants.

Skill in:

S-1 Performing electronic editing of videotapes within a reasonable period of time.

20.03 DUPLICATION PROCEDURES

Play back videotape and electronically creates a duplicate which is a complete and accurate rerecording of the original videotape without jeopardizing its integrity.

Knowledge of:

K-1 Equipment for electronic duplicating.

K-2 Procedures for electronic duplicating.

K-3 The roles and responsibilities of a videotape duplicator.

K-4 The vocabulary of videotape duplicating terminology.

K-5 Court rules and procedures governing the duplicating of videotapes.

Ability to:

A-1 Competently operate videotape duplicating equipment.

A-2 Follow instructions for duplicating videotapes.

A-3 Concentrate despite distractions.

A-4 Identify and locate portions of the videotape to be duplicated.

A-5 Communicate duplicating procedures to all participants.

Skill in:

S-1 Performing electronic duplicating of videotapes within a reasonable period of time.

30. LEGAL AND JUDICIAL PROCEDURES

30.01 EXHIBITS

Videotape exhibits, the identification of exhibits and actions involving the exhibits as they are used as evidence (documents, photographs, x-ray films, and physical objects) in the proceedings.

Knowledge of:

- K-1 All camera and display techniques as they pertain to the videotaping of any exhibit.
- K-2 The applicability of court rules governing exhibits.
- K-3 The roles and responsibilities of participants in proceedings concerning exhibits.
- K-4 Applicable legal terminology.
- K-5 Evidentiary use.

Ability to:

- A-1 Produce a true and accurate representation of exhibits on videotape.
- A-2 Apply camera techniques in a timely and competent manner.
- A-3 Follow instructions and directives.
- A-4 Communicate with participants in the proceeding.

Skill in:

- S-1 Videotaping exhibits with proper camera techniques (composition, focus, exposure and lighting).

30.02 THE OATH

Ensure that the oath or affirmation has been properly administered and recorded on videotape.

Knowledge of:

- K-1 The oath or affirmation administered.
- K-2 When the oath or affirmation is administered.
- K-3 The difference between swearing and affirming.
- K-4 The roles and responsibilities of the participants in the proceedings concerning the administration of the oath or affirmation.
- K-5 Proper camera techniques for videotaping the oath or affirmation.
- K-6 Applicable legal terminology.
- K-7 Evidentiary use.

Ability to:

- A-1 Use proper camera techniques.
- A-2 Communicate the proper procedures to the participants.

Skill in:

- S-1 Videotaping the administration of the oath or affirmation with proper camera techniques (composition, focus, exposure, and lighting).

30.03 **STIPULATIONS**

Ascertain from counsel, agreements relative to interruptions, to reserving of objections, waiving of filing, certification, signing, sealing, reviewing, and custody of the videotape, and to preserve such agreements for the record.

Knowledge of:

- K-1 Stipulations for use in videotape proceedings.
- K-2 The procedures required to record the stipulations or instructions by counsel.
- K-3 The applicability of the rules governing stipulations.
- K-4 Applicable legal terminology.
- K-5 Evidentiary use.

Ability to:

- A-1 Ensure recording of stipulations.
- A-2 Interact with counsel in order to determine stipulations.

Skill in:

- S-1 Communicating with all participants and in following instructions.

30.04 **ORDERS**

Carry out court orders as directed by the court regarding videotape recordings.

Knowledge of:

- K-1 The applicability of orders of the court.

K-2 Applicable legal terminology.

K-3 Evidentiary use.

Ability to:

A-1 Communicate with court and counsel regarding court orders.

A-2 Evaluate court orders with regard to technical feasibility.

Skill in:

S-1 Communicating with all participants and in following instructions.

30.05 CAPTIONS AND APPEARANCES

Ascertain caption, or style, of the case, number, jurisdiction, and venue, to ensure accurate identification of the videotape by reference to case documents (i.e., pleadings, information sheet, notice). Ascertain names, addresses and titles of parties and whom they represent, in order to establish those present at the proceedings and to ensure proper identification in the videotape, by inquiring of counsel or by documentation (business cards).

Knowledge of:

K-1 The court and quasi-judicial systems.

K-2 Pleadings and deposition notices.

K-3 Legal directories.

Ability to:

A-1 Interact with counsel and court personnel.

30.06 DETERMINE VIDEOTAPE DISTRIBUTION

Determine from the parties present at the proceeding, either orally or in writing, how many copies of the videotapes are desired and by whom, delivery date, cost allocation, and disposition of the original videotape.

Knowledge of:

K-1 The existence of time limitations.

K-2 Procedures and policies pertaining to the request of videotape delivery.

- K-3 The applicability rules pertaining to the filing of videotapes.
- K-4 The manner and means of distribution of videotapes.
- K-5 The risks associated with methods of distribution.

Ability to:

- A-1 Interact and communicate with persons requesting the videotape.
- A-2 Follow instructions and directions.
- A-3 Use legal directories.
- A-4 Interact with counsel and court personnel
- A-5 Use postal guides and postal scales.
- A-6 Adhere to time schedules.
- A-7 Evaluate and minimize the risks associated with various methods of distribution and select the safest method.

30.07 ON AND OFF THE RECORD

Implement on and off -the-record and tape-changing procedures based on applicable rules and practices.

Knowledge of:

- K-1 Applicable rules and practices governing on and off the record.

40. OFFICE PROCEDURES AND OPERATING PRACTICES

40.01 LABELING AND INDEXING

Implement a labeling and indexing system to enable prompt identification and accessibility.

Knowledge of:

- K-1 Proper labeling techniques.
- K-2 The methods of indexing the videotapes.
- K-3 The need to obtain relevant information: date, place, time, title, venue, and case number.

K-4 Knowledge of tape marking and identification procedures.

40.02 FILING AND STORAGE OF VIDEOTAPES

Implement a filing and storage procedure that will allow prompt retrieval. Maintain custody record and files according to a systematic classification system in a controlled storage environment.

Knowledge of:

K-1 Filing systems.

K-2 Environmental hazards, problems, and preventive measures.

K-3 Videotape retention requirements.

Ability to:

A-1 Design and implement a tracking system for videotapes.

40.03 SCHEDULING

Maintain a schedule of videotaping assignments.

Knowledge of:

K-1 Maintaining an appointment book or other scheduling system.

K-2 Pertinent information concerning videotaping assignments.

Ability to:

A-1 Communicate with clients to secure accurate information for scheduling.

40.04 SELECTING AND MAINTAINING EQUIPMENT

Select and maintain equipment so the videotape specialist's functions may be performed efficiently.

Knowledge of:

K-1 Available equipment and sources of supply.

K-2 Available repair service companies.

K-3 The operation of the various equipment used by the videotape specialist.

K-4 Preventive maintenance procedures.

40.05 ORDERING SUPPLIES

Order a sufficient quantity of supplies with which to perform the total videotaping task without interruption.

Knowledge of:

K-1 The necessary supplies and their sources.

K-2 How to order and keep inventory supplies.

50. PROFESSIONAL DEVELOPMENT

50.01 CONDUCT

Conduct oneself ethically to maintain the confidence and serve the best interests of the bench, bar, and the public by acting with integrity, good faith, impartiality, and confidentiality. Attain professional development by keeping abreast of traditions and developments in the videotape field, applicable laws, court rules, reading professional journals, attending professional association meetings, and participating in continuing education programs, etc.

Knowledge of:

K-1 The confidentiality requirements of specific proceedings (e.g., sealed records).

K-2 The confidentiality requirements of private discussions with judges, attorneys, and other parties.

K-3 The laws, rules, policies and procedures relative to conduct and ethics.

K-4 Local, state, and national professional associations.

K-5 The availability of continuing education programs.

K-6 Technical developments in the videotape field.

K-7 The court reporting profession.

Ability to:

- A-1 Obtain relevant information.
- A-2 Interact and communicate with all participants.
- A-3 Recognize one's own strengths and weaknesses as a videotape specialist.
- A-4 Maintain impartiality.

50.02 COMPORTMENT

Comport oneself with professional demeanor in order to maintain the confidence and to serve the best interests of the bench, the bar, and the public by being punctual, acting responsibly, and dressing appropriately.

Knowledge of:

- K-1 The responsibilities of the videotape specialist to the court, counsel, court reporter, and the public, including punctuality, timely delivery of videotapes, courtesy, dependability, impartiality, and timely response to oral and written communications.

Ability to:

- A-1 Be tactful in dealing with others.
- A-2 Maintain composure under all circumstances.
- A-3 Maintain impartiality.