

COURT REPORTER

FUNCTION OF THE JOB

Under supervision, records and transcribes verbatim court proceedings or other hearings for court commissioners in accordance with Wisconsin state statutes and Supreme Court Rules; tracks, indexes, and retains records, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Attends formal court proceedings, hearings, or meetings; records the proceedings verbatim using machine shorthand, including frequent use of technical and specialized terminology; transcribes proceedings in finished form; and prepares and edits transcripts.
2. Prepares and types office transcripts from a variety of legal proceedings from analog audio recordings, and digital audio recordings (DAR).
3. Creates CD-ROMs of DARs of court proceedings as required by an interested party.
4. Marks exhibits for case retention.
5. Types decisions of the commissioners.
6. Establishes and maintains a variety of complex files; and enters, numbers, classifies, indexes, and cross indexes correspondence, legal documents, reports, forms, and other materials as well as creates monthly transcript log.
7. Certifies and submits finished transcripts to case parties, the circuit court, and any required appeals courts.
8. Answers the telephone and refers calls to appropriate staff, if necessary.
9. Maintains DAR devices for various courtrooms, including daily monitoring for multiple hearing room locations, basic application troubleshooting, monitoring storage, and archiving of audio files to network storage.
10. Participates in DAR program meetings; and develops and updates policy and procedure manuals for DAR program.
11. Establishes and maintains effective public and working relationships with co-workers, attorneys, litigants, and the public.
12. Operates office equipment, typewriters, and dictation and word processing equipment.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of court reporting practices and procedures.
2. Thorough knowledge of spelling, punctuation, grammar, and correspondence formats.
3. Considerable knowledge of legal terminology.
4. Considerable knowledge of court proceedings, practices, rules, and statutory court record requirements.
5. Considerable knowledge of modern office practices, procedures, and equipment.
6. Ability to stenographically report/type live testimony at a rate of at least 225 per minute and accurately transcribe notes.
7. Ability to type proficiently at a speed of at least 50 net words per minute.
8. Ability to use and maintain digital audio recording equipment and related computer applications.
9. Ability to understand and carry out complex oral and written instructions.
10. Ability to prepare and maintain complex records and filing systems.
11. Ability to establish and maintain effective public and working relationships with co-workers,

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- attorneys, litigants, and the public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Certification as an official court reporter within six (6) months of employment. Certification may be obtained by passing the Registered Professional Reporters examination as currently administered by the National Court Reporters Association or Wisconsin Court Reporter Association.