

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Court Reporter

BAND: B B	GRADE: 2 3	SUBGRADE: 5 2	CLASS CODE: J23-4225
DEPARTMENT: Superior Court	ACCOUNTABLE TO: Court Administrator	JOB FAMILY: Legal	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: The Court Reporter is responsible for providing a verbatim record of court proceedings. Duties include producing verbatim records of all proceedings; reading back any previously recorded spoken recorded testimonies; preparing transcripts; typing excerpts of testimony; and logging and storing transcript notes.			
DISTINGUISHING CHARACTERISTICS: The Court Reporter is a stand-alone classification distinguished from other office support classifications by performance of duties requiring Washington State Certification for court transcription and reporting.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE	
1.	Produces verbatim recordings of all proceedings by typing and transcribing testimonies and interviews.	A1	
2.	Provides access to records including reading back any previously recorded spoken testimonies and preparing and providing transcripts or real timing.	A1	
3.	Responds to correspondence and phone inquiries by providing information and forwarding to the appropriate persons.	A1	
4.	Transcribes records from shorthand or other court reporting methods which includes typing/keyboarding excerpts of testimony.	A1	
5.	Logs and stores transcript notes.	A1	
6.	Performs other duties as required.	A1	

CLASS TITLE: Court Reporter

Knowledge of: (position requirements at entry):

Knowledge of:

- Court reporting methods;
- Transcription methods;
- Cataloging;
- Grammar, spelling and punctuation;
- Public relations; and
- Customer service techniques.

Skills (position requirements at entry):

Skill in:

- Using stenograph machines or other court reporting equipment;
- Using computers, keyboards and related software applications;
- Reading and writing of transcribed materials; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient enough to exchange or convey information and to receive work directions.

Training and Experience (position requirements at entry):

High school diploma or General Equivalency Diploma (GED), completion of a court reporting course and two years of court reporting experience, or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements (position requirements at entry):

Washington State Certification in compliance with statutory requirements of RCW 2.32.180, “able to take and transcribe accurately 175 words per minute of the judge’s charge or 200 words per minute of the testimony, each for five consecutive minutes”.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

Draft prepared by Fox Lawson and Associates LLC

Date: 01/99

Revised: 01/02

Revised: 03/22

Revised: 12/22