

CLASS TITLE: COURT REPORTER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for taking and transcribing verbatim the proceedings of the Municipal Court and other related assigned duties.

ESSENTIAL TASKS:

- Takes verbatim testimony and performs read-back when required in any division of the Municipal Court
- Transcribes, edits, and files official transcript from notes within statutory time limit
- Maintains files of stenographic notes and transcripts
- Takes dictation from Judge
- Prepares jury instructions during trials
- Corresponds with various legal personnel
- Provides and maintains own stenographic equipment
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and successful completion of a court reporting program that prepares one to successfully pass the state's certification requirements and two (2) years of increasingly responsible office or administrative experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of six (6) months employment as a Court Reporter and upon obtaining certification as an Oklahoma Certified Shorthand Reporter (CSR).

Employee will be eligible for a second one step increase upon completion of one (1) year of employment as a Court Reporter and upon completion of fifteen (15) college credit hours from an accredited college or university.

Knowledge, Abilities and Skills: Considerable knowledge of English language, including spelling, usage and punctuation, and grammar; considerable knowledge of Latin, legal and medical terminology; and considerable knowledge of laws, statutes, legal research, and City ordinances; Ability to accurately listen to court proceedings; ability to work without close supervision; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Considerable skill in the operation of a typewriter and stenographic machine providing proof from a licensed Court Reporting School that applicant has attained stenographic proficiency skill at 200 words per minute with 95% accuracy in 2 voice testimony.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to extended periods of sitting; reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Certification as an Oklahoma Certified Shorthand Reporter must be obtained within twelve (12) months of hire and employee must remain in good standing with the State Board of Examiners of Certified Shorthand Reporters.

WORKING ENVIRONMENT: Working environment is primarily indoors.

Class Code: 3548

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Municipal Court

Effective Date: March 17, 2021