

Florida State Courts System Class Specification

Class Title: Court Reporter I

Class Code: 7710

[Pay Grade 24](#)

General Description

The essential function of the position within the organization is to stenographically record court proceedings and produce transcripts. The position is responsible for recording court proceedings, performing research, and proofreading and editing recorded proceedings to produce transcripts. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Records court proceedings stenographically utilizing specialized equipment.

Reads back segments of proceedings from either stenographic notes, real-time translation via laptop computer, or voice writing technology.

Transcribes and edits stenographic, real-time or voice writing notes to transcript form in compliance with applicable standards, regulations and statutes.

Proofreads transcripts to verify correct spelling of names, places, medical, scientific and technological terms; researches information as required to ensure accuracy of information.

Prints and binds certified, completed transcripts, transferring backup transcripts to disks for archiving purposes.

Archives paper notes and dockets; maintains, updates and edits personal dictionary, and maintains accurate logs of each day's proceedings.

Travels to various courthouses to perform duties as required; completes and submits statistical reports to designated personnel.

Assists other departmental personnel with task completion as required.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Reports on activities and results of major events.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, equipment, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex transcripts; speaks to high level professionals.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

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Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other work units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as stenograph machines, laptops or recorders.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and/or for occasional enforcement of the standards of public safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Associate's degree or the equivalent of two years of college or vocational school education in computer operations, medical/legal terminology, court reporting, paralegal or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

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Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires appropriate Court Reporter certification as determined by State Courts System.