

# Florida State Courts System

## Class Specification

**Class Title: Electronic Transcriber**

**Class Code: 7730**

[Pay Grade 13](#)

### General Description

The essential function of the position within the organization is to transcribe verbatim digital records of court proceedings. The position is responsible for assigned transcriptions/recordings. The position works under direct supervision according to set procedures.

### 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.)

Transcribes, proofreads, edits and prepares final transcripts of digitally recorded court and deposition proceedings in compliance with applicable standards, regulations and statutes.

Monitors and annotates digitally recorded court proceedings while proceedings occur and annotates previously recorded, non-annotated court proceedings as directed.

Provides copies of digitally recorded court proceedings to various parties upon written request.

Generates duplicate audio recordings of trials, court hearings and depositions, including notes to facilitate transcription.

Enters and processes court orders/requests into the Transcript Tracking System for easy retrieval/reference; verifies and corrects court order information by research; organizes and prioritizes work to meet deadlines.

Maintains log books for activities of responsibility, keeping accurate records of requests/orders received and completed.

## ELECTRONIC TRANSCRIBER

### 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.

Collects, classifies, and formats data or information.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position. Speaks with or signals to people to convey or exchange information.

#### **Assets Responsibility:**

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

#### **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 technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

#### **Complexity of Work:**

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

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

## **ELECTRONIC TRANSCRIBER**

### **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 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.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as recorders, duplicating equipment, vehicles or copiers.

## **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.

High school diploma or GED, and one year of vocational school education in English grammar, stenographic or secretarial court work, legal/medical terminology, computer operation 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.

One year of related experience.

### **Licenses, Certifications, and Registrations Required:**

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

Requires appropriate transcription certification as determined by Florida State Courts System.