

<b>Fayette County</b>	
<b>Title: Court Reporter</b>	

**PURPOSE OF CLASSIFICATION**

Assists an assigned Judge by recording, transcribing, and producing verbatim court proceedings or other hearings before The Courts, County tribunals, boards, and/or councils.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Records oral communications for various formal and/or legal proceedings, such as criminal and civil litigations, trials, motions, pleas, arraignments, hearings, and board meetings. Transcribes, edits, proofreads, corrects, prints, collates, and binds transcriptions for distribution in civil and criminal proceedings, pleas, revocations, motions, and jury trials. Must be able to proof, spell check, and check legal sites for transcripts. Files transcripts in civil and criminal proceedings with appropriate documentation and certification.

Corresponds with attorneys, court officers, and the general public regarding requests for the preparation of transcripts and exhibits. Invoices and collects fees for services rendered in the recording and transcribing of civil court proceedings, and non-indigent criminal court proceedings. Make copies of transcripts and evidence. Maintain exhibits during court hearings and trials.

Orders and maintain court reporting supplies. Inventories, catalogs, files, boxes, records, and stores exhibits in criminal and civil litigation cases. Logs, copies, bind, and verify documentary evidence. Transports physical evidence. Observes and takes notes at court proceedings; researches issues that arise in the courtroom; presents summaries to assigned Judge.

Must maintain knowledge of office practices and procedures; legal and medical terminology; correct grammar, spelling, and punctuation; theories and principles of basic mathematics; laws rules, and regulations governing court reporting and transcription activities; court policies and procedures; principles and practices of customer service.



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Must be able to operate a stenotype machines or other transcription equipment; organize and prioritize work; prepare and present oral and written communications/reports; perform basic mathematical computations; transcribe and take dictation, including typing 225 words per minute in accordance with the standards of the National Court Reporters Association (NCRA); maintain exhibits and documentary evidence, provide effective customer service, create and utilize spreadsheets, database entry, work processing, presentations, and other related software.

Establish and maintain effective working relationships with other County personnel, officials, and the general public; communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., must be able to sufficiently exchange or convey information and to receive work direction.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High School Diploma or GED equivalent, completion of a recognized court reporting program, and certification by the State of Georgia; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preferred qualifications include: machine shorthand reporter, trial experience as a Court Reporter, real-time experience, real-time certification (CRR), registered merit reporter (RMR).

**Licensing Requirements:** Professional certification as a Registered Professional Reporter (RPR) issued through the National Court Reporters Association (NCRA) or Certified Verbatim Reporter (CVR) issued through the National Verbatim Reporters Association (NVRA); professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia; affirmation as a sworn Deputy Clerk of the Court.



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**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

