

Florida State Courts System

Classification Specification

Classification Title: Digital Court Reporter

Pay Grade: 18

Class Code: 7725

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to digitally record and transcribe court proceedings and hearings. The position is responsible for digitally recording and annotating court proceedings and hearings; transcribing recordings; and performing research. The position works under direct supervision according to set procedures.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Monitors and annotates digitally recorded court proceedings while proceedings occur; annotates previously recorded, non-annotated court proceedings as required.
- Transcribes digitally recorded court proceedings and hearings; proofreads, edits, and prepares final copy of transcripts in compliance with applicable standards, regulations, and statutes.
- Processes approved transcript/CD/DVD orders; produces copies of court proceedings, depositions, and hearings for attorneys, governmental personnel/agencies, and the public.
- Monitors audio quality; generates duplicate audio recordings of trials and court hearings, including notes, to facilitate transcription.
- Performs tests of digital court recording equipment located within courtrooms to ensure systems work properly prior to start of court proceedings; advises supervisor of improperly functioning equipment; changes out CD's/DVD's containing a daily record of courtroom proceedings; and secures recordings in designated area.
- Enters and processes court orders/requests into a transcript tracking system for easy retrieval/reference; verifies court order information by conducting research; and makes necessary corrections.
- Provides services involving digital court recording equipment, such as the playback of recordings in open courtroom upon a judge's request or making a recording of a particular case available for listening by court personnel.
- Performs clerical tasks, including, but not limited to maintaining log books for activities of responsibility; keeping accurate records of requests/orders received and completed; performing research of files for case law entered into evidence; identifying case information, speaker identities, and correcting spelling of names and places; or preparing correspondence to attorneys.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

MINIMUM 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 college or vocational school education in office skills, 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.

Two years of related work experience.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

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.

Compiles, transcribes, labels, stores, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility

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

Provides assistance to people to achieve task completion.

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 percentages.

Communications Requirements

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex transcripts; prepares reports. Requires the accurate use of the English language, grammar, punctuation and spelling.

Complexity of Work

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

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions/Errors

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 moderate impact - affects those in work unit.

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 digital recording equipment, computers, peripherals, software programs, or custom applications.

Ability to type 55 words per minute.

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 of others and/or for occasional enforcement of the standards of public safety.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021