

### Class Concept

Work in this class involves the verbatim recording and transcription during quasi-judicial hearings, court proceedings, or administrative review functions and the performance of a variety of secretarial duties. Work requires a knowledge of legal terminology, legal procedures and forms in determining the necessary parts of the hearing to record and in the preparation of certified records of the hearing. Work is reviewed through study of certified court records and observation of the employees' performance during the hearing for ability to record proceedings rapidly and accurately in recording transcriptions. Work evaluations are made by the supervisor for compliance with instructions and routine activities in carrying through the necessary administrative duties.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of legal procedure and court procedure, legal terminology, format of common legal documents, and a method of indexing and identifying legal reference books.
- Considerable knowledge of business English, punctuation, and spelling.
- Ability to take testimony presented at hearings or to take dictation at the rate of 180 words per minute.
- Ability to type at the rate of 60 words per minute.
- Ability to carry out, without specific instruction, established administrative procedures, policies and regulations, particularly as it relates to legal matters.
- Ability to understand and follow written and oral communications.
- Ability to work proficiently in computer-aided translation software.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma supplemented by completion of courses in the operation of court reporting tools and hardware with the ability to take dictation at the rate of 180 words per minute; or an equivalent combination of education and experience.