

**COURT REPORTING SERVICES
STATE OF ILLINOIS**
Class Specification

OFFICIAL COURT REPORTER 1

PURPOSE

Operates AOIC-approved electronic recording and transcription equipment, provides stenographic services to produce a verbatim record with electronic recording as a secondary record, and performs clerical duties for the judiciary or administrative supervisor as necessary.

Employees under this classification prepare transcripts from stenographic notes and electronic recordings for which they are paid a separate page rate. Preparing transcripts outside of regular working hours is not considered regular working hours for the purpose of calculating hours worked in a week.

As the first level of the Official Court Reporter title series, this level is distinguished from the higher level positions by the lack of an unrestricted Certified Shorthand Reporter (CSR) license.

Work is performed under the direction of the chief judge, a presiding judge or an administrative supervisor and is reviewed through personal conferences, general observation of work in progress and upon completion.

ESSENTIAL FUNCTIONS

- Responsible to the Chief Judge and the supervisor.
- Must comply with all applicable statutes, administrative orders, court rules and all regulations promulgated by the Chief Judges and any amendments thereof.
- If applicable, provides stenographic services in order to produce a verbatim record at a high rate of speed with an electronic recording system as a secondary record.
- Keeps a monthly report of all transcripts on order and files the original report as directed by the Chief Judge.
- Prepares all transcripts in a timely manner.
- Monitors court proceedings with AOIC approved audio and/or video electronic recording systems, keeps a log of all cases and event times.
- Operates personal computer (i.e. word processing, spread sheet or database applications).
- Follows proper courtroom etiquette, including, but not limited to, impartiality to parties, and appropriate demeanor and dress as specified by the regulations and local rules.
- Performs clerical duties including, but not limited to, preparing documents on a personal computer, answering phones, processing mail, faxing documents, preparing mailings, data entry and filing, as necessary.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS

Must pass the Official Court Reporter Proficiency (Part-A) examination or possess an unrestricted CSR license without the Part-A certification after one year of employment. Three (3) years of clerical or office experience required. Education, training or an associates degree may be substituted for up to two (2) years of experience.

SELECTION FACTORS

Knowledge and Skills

1. Knowledge and skill in the use of personal computer and applications (i.e. word processing, spread sheet or database).
2. Ability to verify working order of electronic recording and transcription equipment and perform routine, simple maintenance, if applicable.
3. Working knowledge of office procedures, composition, records management and office communications.
4. Ability to organize work effectively and meet required deadlines and schedules.
5. Ability to communicate effectively, verbally and in writing.
6. Ability to review documents for proper form, content and agreement with policies.
7. Ability to accurately transcribe from electronic recordings and stenographic notes, when applicable.
8. Associates with employees and the public in a pleasant, courteous and helpful manner.
9. Ability to be flexible and productively respond to change.

Physical Requirements

1. Ability to retrieve files.
2. Ability to sit for extended time periods.
3. Normal office working environment requiring telephone usage and ability to process written documents.