

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

**OFFICIAL COURT REPORTER 3**

**PURPOSE**

Provides stenographic services in order to produce a verbatim record at a high rate of speed, operates AOIC approved electronic recording and transcription equipment as directed, 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 third level of the Official Court Reporter title series, this level is distinguished from the lower level positions by demonstrating computer-aided transcription (CAT) proficiency through examination. This class is distinguished from the higher level Official Court Reporter title by the level of proficiency.

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.
- Provides stenographic services in order to produce a verbatim record at a high rate of speed.
- 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 as directed.
- 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 possess a Certified Shorthand Reporter's (CSR) license issued by the Illinois Department of Financial and Professional Regulations, pass the Official Court Reporter Proficiency (Part A) examination, and pass the Court Reporting Services Computer Proficiency examination. If the reporter possesses an unrestricted CSR license, they will be given one (1) year from hire to pass the Official Court Reporter Proficiency exam.

## **SELECTION FACTORS**

### **Knowledge and Skills**

1. Knowledge and skill in performing stenographic duties and the ability to reduce the spoken word into a verbatim record at a high rate of speed.
2. Knowledge and skill in the use of personal computer and applications (i.e. word processing, spread sheet or database).
3. Ability to verify working order of electronic recording and transcription equipment and perform routine, simple maintenance, if applicable.
4. Working knowledge of office procedures, composition, records management and office communications.
5. Ability to organize work effectively and meet required deadlines and schedules.
6. Ability to communicate effectively, verbally and in writing.
7. Ability to review documents for proper form, content and agreement with policies.
8. Ability to accurately transcribe from electronic recordings.
9. Associates with employees and the public in a pleasant, courteous and helpful manner.
10. 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.