



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Electronic Court Recorder/Transcriptionist

Title of Immediate Supervisor:	Varies
Department/Division:	District Court Judge Chambers / District Court
Pay Grade/FLSA Status:	10 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Electronic Court Recorder/Transcriptionist is responsible for making a verbatim record of district and juvenile court trials, proceedings, and other matters using audio recording equipment, writing court logs, noting appearances and essential events during these proceedings, and providing transcripts as required. Positions assigned to this classification provide administrative and secretarial support to a referee or district judge and court staff, assist in calendar control and scheduling, and may serve as liaison between the referee or district judge and others in matters handled by the referee or judge.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. Additionally, this position differs from other administrative assistant classifications in that the former provides administrative support services and assistance directly to a referee or district judge and responsibilities relating to court recording are more diverse whereas other administrative assistant classification responsibilities are to provide general administrative and secretarial support to other staff within the court system. Additionally, this position is personally responsible for the production of all required and requested transcripts unless they are prepared by a third party.

Major Responsibilities & Essential Functions

1. Accurately records court and jury trial proceedings. Responsibility also requires taking court notes during hearings to identify appearances and to note significant events during the hearing and to locate and present prior testimony. Requires travel to other counties within the district and occasional travel outside of the district for court proceedings assigned to the district judge or referee.
2. Transcribes, and certifies the record of court and jury trial proceedings, unless it is prepared by a third party, per state and appellate requirements.
3. Performs clerking duties in courtroom, administers oaths, marks documents, maintains logs and other forms, and transfers storage devices, files, and records to the clerk of district court for reference.
4. Prepares and distributes official transcripts and related documents.
5. Coordinates meetings and maintains the calendar for the judge and his or her court schedule. Schedules trials and other court proceedings, unless done by a scheduling clerk and in cooperation with the clerk of court and informs parties of the same.
6. Provides secretarial and clerical support to the district judge or referee by preparing, transcribing, and proofing all correspondence, findings, orders, jury instructions, memorandums, or other materials.
7. Performs a variety of clerical and administrative tasks that may include: scheduling rotation of judicial support staff, answering phones, maintaining and purchasing office supplies, maintaining law library, arranging appointments and travel reservations, scheduling and notifying parties of meetings and proceedings, performing related scheduling functions, and preparing expense vouchers.
8. Serves as primary contact for case-related information as requested. Greets visitors, screens telephone calls and correspondence, provides information, explains policies and procedures, or refers as appropriate. Acts as a liaison between the district judge or referee and personnel from other agencies, the general public, and attorneys.
9. Performs other duties of a comparable level or type or as assigned.



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Minimum Qualifications

Requires a high school diploma and two years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

Certifications or Licensing Requirements: (prior to job entry)

- Valid Driver's license or evidence of equivalent mobility.
- Requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) and CET (certified electronic transcriber) certifications or ability to obtain within two years of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of legal terminology, business English, punctuation, and grammar.
- Considerable knowledge of office systems, procedures, and equipment.
- Considerable knowledge of electronic recording equipment.
- Considerable knowledge of word processing, database, and internet software.
- Considerable knowledge of court rules, procedures, and functions
- Basic knowledge of law and legal principles.

Skill Requirements

- Proficiently uses related software programs.
- Recordkeeping skills.
- Skilled in accurate transcription from audio recordings.
- Basic legal research skills.
- Written communication skills.
- Proofreading and editorial skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force frequently or constantly to move objects.

Job Classification History

- Secretary II was last reviewed and updated 12/10/1997 by the North Dakota Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- New title created from Secretary II for this classification per Personnel Policy Board recommendation 3/2002.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.
- Classification repealed 4/2/2025 effective 1/1/2026. The Judicial Support Specialist-District Court classification replaces the Electronic Court Recorder/Transcriptionist classification. Classification changes reflect 2/1/2025 amendments to Policy 206.