



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Electronic Court Recorder/Transcriptionist

Title of Immediate Supervisor:	Varies
Department/Division:	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 Administrative Assistant II 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 Administrative Assistant II's 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, transcribes, and certifies the record of court and jury trial proceedings, unless it is prepared by a third party, by computer-aided equipment per state and appellate requirements. 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 and outside of the district for court proceedings assigned to the district judge or referee.
2. Performs clerking duties in courtroom, administers oath, marks documents, maintains logs and other forms, and transfers storage devices, files and records to the clerk of district court for reference.
3. Prepares and distributes official transcripts and related documents.
4. 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 calendar clerk and in cooperation with the clerk of court and informs parties of the same
5. Provides secretarial and clerical support to the district judge or referee by preparing, transcribing, and proofing all correspondence, findings, orders, jury instructions, memorandum or other materials.
6. Performs a variety of clerical and administrative tasks that may include: scheduling rotation of court reporter pool, 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.
7. 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.
8. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of secretarial experience in a court, law office or related job experience.



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Certifications or Licensing Requirements: (prior to job entry)

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.

The North Dakota Court System Transcript Practice & Quality Assurance Program (TQAP), along with the CET written multiple choice test, may be substituted for the practical portion of the AAERT CET certification with successful completion within one year of job entry.

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

- Ability to proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing and internet browsing applications.
- 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: 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.
- Employee may be subject to some limited travel in the performance of the job.
- 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 12/10/97 by the North Dakota Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- New title created from Secretary II for this classification per Personnel Policy Board recommendation 3/02.