



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Court Reporter

Title of Immediate Supervisor: Presiding or District Court Judge

Department: District Court

Pay Grade/FLSA Status: 13 / Non-Exempt

Job Titles Accountable For: None

General Summary or Purpose

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

The Court Reporter is distinguished from other administrative and court management support positions in that it requires a completion of a specialized course of training and the ongoing development of a CAT lexicon and unique keystrokes for adequate recording speed and the distinction of homophones. Employees assigned to this classification establish certain routines and processes as well as follow routines and processes established by others. Additionally, this position is personally responsible for the production of all required and requested transcripts.

A court reporter who attains and maintains National Court Reporters Association (NCRA) real-time certification (CRR) and who regularly provides real-time reporting services would receive a one-step increase. ("Regularly provides real-time" means real-time is used frequently enough by the reporter so that the reporter maintains his or her proficiency.)

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions - Note: Any one position in this classification may not perform all the duties and responsibilities listed below.

1. Accurately records, transcribes, and certifies the record of court and jury trial proceedings 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. Travel to other counties within and outside of the district for court proceedings assigned to the district judge is also required.
2. Performs clerking duties in courtroom, administers oaths, marks documents, maintains logs and other forms, and transfers stenographic notes, 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 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 and personnel from other agencies, the general public, and attorneys.
8. Performs other duties of a comparable level or type.



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Minimum Qualifications

Requires a high school diploma, graduation from an approved program in court reporting and one year of court reporting experience involving verbatim transcription in a legal setting.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of stenograph and shorthand dictation methods.
- Considerable knowledge of Computer Aided Transcription software.
- Considerable knowledge of research methods and resources.
- Considerable knowledge of technical terminology.
- Considerable knowledge of business English, punctuation and grammar.
- Considerable knowledge of electronic recording equipment.
- Knowledge of secretarial practices and procedures.
- Knowledge of office systems, procedures and equipment.
- Knowledge of word processing and internet software.
- Knowledge of Real-time captioning and Case view transcription applications.
- Knowledge of court rules and procedures.

Skill Requirements

- Stenograph machine skills.
- Computer Aided Transcription software skills.
- Recordkeeping skills.
- Skilled in the use of word processing and internet applications.
- Skilled in accurate transcription from audio recordings.
- Elementary 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 required to 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 constantly to move objects.

Job Classification History

- Court Reporter was last reviewed and updated 12/10/1997 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Changes recommended by the Personnel Policy Board were approved by Supreme Court on 11/30/2005.
- Changes recommended by the Personnel Policy Board were approved by Supreme Court on 8/23/2007.



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- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 5/6/2009 effective 7/1/2009. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.