



## CLASS TITLE | COURT REPORTER

PAY GRADE: AT-28 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3605

Effective Date : 03/22/2023

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for taking and transcribing verbatim the proceedings of the Municipal Court; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Captures all spoken words, gestures, and audible sounds verbatim by stenography or mechanical means and performs read-back when required in any division of the Municipal Court
- Transcribes, edits, and files official transcript from notes within statutory time limit
- Takes dictation from Judge or court clerk designee
- Maintains files of stenographic notes, transcripts, exhibits, and recordings
- Upload recordings of court proceedings for all courtrooms
- Prepares jury instructions during trials
- Corresponds with various legal and court personnel
- Provides and maintains own stenographic equipment and software
- Performs administrative duties as assigned
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
- (b) Two (2) years of increasingly responsible office or administrative experience relevant to the essential tasks listed in this job description; **including**,
- (c) Successful completion of a court reporting program in preparation to pass the state certification requirements

### **PAY INCREASE OPPORTUNITIES**

Employee will be eligible for a one (1) step increase upon completion of six (6) months employment in the position.

Employee will be eligible for an additional two (2) step increase upon obtaining certification as an Oklahoma Certified Shorthand Reporter (CSR).

Additionally, employee will be eligible for a one (1) step increase upon completion of one (1) year of employment in the position **and** completion of fifteen (15) college credit hours from an accredited college or university.

### Knowledge, Abilities and Skills:

Considerable knowledge of:

- Principles, practices, methods, and techniques of court shorthand reporting
- Laws, statutes, legal research, and City ordinances



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- The English language, including spelling, usage and punctuation and grammar
- Latin, legal, and medical terminology

Ability to:

- Accurately listen to court proceedings
- Read-back all or any portion of court records
- Produce accurate, simultaneous, real-time translation using computer-aided translation
- Produce transcripts within strict time limitations
- Work as part of a team of reporters for the judges and court
- Perform under pressure
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Complete at least four (4) hours annually and thirty (30) hours per 3-year cycle of continuing education hours

Considerable skill in:

- The operation of a stenographic machine providing proof from a licensed Court Reporting School that applicant has attained stenographic proficiency skill at 180 words per minute with 95% accuracy in 2 voice testimony

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to extended periods of sitting; reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Oklahoma Certified Shorthand Reporter Certification *preferred* but not required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors.

**EEO Code: N-06**

**Group: Administrative and Technical**

**Series: Municipal Court**