

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COURT REPORTER

POSITION CODE:

09900

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general supervision, records, at a high rate of speed, verbatim testimony given in judicial or quasi-judicial hearings, court proceedings or administrative review functions; prepares and certifies transcriptions of testimony for inclusion in the records; furnishes copies of transcriptions to contestant parties upon request; reports proceedings of special boards, committees and commissions as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Records verbatim testimony including questions, answers and objections at legal hearings, court proceedings and review and advisory board meetings in connection with application of laws and regulations of the state service.
2. Prepares and certifies complete transcriptions of evidence and testimony taken for inclusion in legal records; provides copies upon request.
3. Transcribes recorded material on a computer or assigns notes to others for transcribing.
4. Inserts supplemental material at proper place in transcript in accordance with notations made in records of proceedings.
5. Reads entire proceedings to attorneys from notes when transcript is not requested.
6. Refers to citations and other source materials in preparation of transcripts.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

COURT REPORTER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school, supplemented by graduation from a recognized school of court reporting with courses in steno-typing, legal and medical vocabulary and legal procedures.

Requires possession of a valid Illinois Certificate of Registration as a certified shorthand reporter.

Knowledge, Skills and Abilities

Requires thorough knowledge of steno-typing or other methods of taking verbatim testimony at a high rate of speed.

Requires extensive knowledge of business English and spelling, with the vocabulary necessary in recording testimony involving technical, medical and legal terms.

Requires working knowledge of legal procedures and the preparation and use of court records.

Requires ability to prepare accurate and complete transcripts of testimony.

Requires ability to correctly transcribe.

Requires skill in the development of total recall necessary to recording dictation at a high rate of speed with extreme accuracy.