

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INDUSTRIAL COMMISSION REPORTER

POSITION CODE: 21080
Effective: 8-16-74

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as secretary to a member of the Industrial Commission; records verbatim testimony given in formal review hearings held before the commission; prepares written notification of decisions made by a commissioner; computes and prescribes rates and period of eligibility provided by decisions; responsible for maintaining files and scheduling cases for hearings held in downstate areas.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs duties of private secretary to commissioner; takes phone calls, prepares and signs routine correspondence, schedules cases, provides information to attorneys and other interested parties.
2. Records testimony presented in review hearings given before commissioners and provides certified copies of transcripts.
3. Prepares formalized notification of results of hearings.
4. Computes and determines allowable rates and length of eligibility covered by commission decision using standard tables for determining rates.
5. Assembles and maintains complete file on all cases heard in downstate areas.
6. Prepares nonroutine correspondence for commissioners signature.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

INDUSTRIAL COMMISSION 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 stenotyping, legal and medical vocabulary and legal procedures.

Knowledges, Skills and Abilities

Requires possession of a valid Illinois certificate of registration as a certified shorthand reporter, supplemented by one year experience as a certified shorthand reporter.

Requires thorough knowledge of stenotyping or other methods of recording verbatim testimony at a high rate of speed.

Requires thorough knowledge of business English and spelling with the vocabulary necessary to record testimony involving technical, medical, and legal terms.

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

Requires working knowledge of rules, regulations and eligibility requirements of the Illinois Workmen's Compensation Act.

Requires ability to prepare accurate and complete transcriptions of testimony.

Requires ability to correctly transcribe testimony proffered in various idiomatic phrases.

Requires ability to compose and prepare decisions rendered in prescribed legal form.

Requires ability to establish and maintain harmonious working relationships with others.

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