

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Court Reporter	RANGE:	801
DEPARTMENT:	Superior Court Administration	FLSA:	NE
REPORTS TO:	Superior Court Judge	EEO:	

SUMMARY

Maintains the official court record of all Superior Court proceedings which are relied upon by the appellate courts, the bench, bar and public. The official court reporter by law is the sole person who may report the proceedings and produce the official transcript of the proceedings.

ESSENTIAL FUNCTIONS:

Attends court and makes a verbatim record of all proceedings throughout court's hours of operation (generally, 8:00 to 5:00 Monday through Friday, with occasional sessions outside those hours). Provides realtime output to Judge. Provides rough draft transcripts to Judge when requested.

Coordinates with coworkers to maintain consistent work flow. Researches and retrieves records to answer questions and concerns of court personnel, legal professionals and the general public.

Maintains computer equipment and database, archiving and record keeping. Attends professional conferences and seminars to maintain licensures.

*Related duties required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work and the administration of the Superior Court.

REQUIRES KNOWLEDGE OF :

Terminology related to a multitude of disciplines.

Court procedures and terminology necessary for accurate references to and reporting of court proceedings.

Computer equipment and database management, including archiving and record keeping.

REQUIRES THE ABILITY TO:

Use a stenograph with a minimum of 225 words per minute.

Type approximately 70-90 words per minute on typewriter/keyboard.

Use current technology, including realtime reporting systems, proficiently, and to learn and adapt to new technology and procedures as needed.

Meet deadlines set by the Superior Court and Appellate Courts.

Understand and carry out oral written instructions

Communicate and transcribe effectively and with excellent writing skills, spelling and grammar.

Establish and maintain professional working relationships with coworkers, judicial personnel, State and local agencies, attorneys and the general public.

Perform tasks with speed and accuracy. Accuracy is critical as technical errors could impact the rights and liberties of parties to litigation and pose liability to the Court, the County and others involved.

Work independently, make responsible decisions consistent with applicable laws and court procedures, and seek direction when appropriate.

Maintain time lines, keep accurate records, and be detailed oriented.

Handle multiple tasks in a high stress environment.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed.

Promote the County's commitment to providing outstanding public, intra- and inter-departmental customer service.

Proficiently operate office equipment standard to the area of assignment.

Work independently and cooperatively as a member of a team.

Provide reliable attendance, minimizing absences on days when court is in session as to not disrupt the court's ability to hear cases.

Work continuously at the courtroom work station for up to two hours at a time, up to eight hours a day, with breaks approximately every two hours.

The court reporter must be able to hear and understand a wide variety of human voices, accents and inflections.

QUALIFICATIONS

Bachelor's Degree in Liberal Arts/Court Reporting. Between three and five years' of progressively responsible and complex experience in legal reporting is required. An equivalent combination of education and experience may be substitute. Successful candidate must have an established record of accuracy, conscientious attendance to duties, timely fulfillment of deadlines and reliable attendance.

SPECIAL REQUIREMENTS

Successful candidate must have passed the Washington Certified Shorthand Reporter examination and must be licensed by the Washington Certified Shorthand Reporter Board, and should be a Registered Professional Reporter (RPR).

Reliability and flexibility in attendance and scheduling is especially important, to permit the reporter to schedule vacations and other time off to coincide with judge's schedule and court's needs to maximum extent possible.

WORKING CONDITIONS

Works in an office, and courtroom. A court reporter has a high risk of developing repetitive stress injuries such as carpal tunnel syndrome, tendonitis in the elbows and chronic neck and back pain. Potential exposure to volatile situations in the courtroom involving angry or upset litigants or other people.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, age, marital status, disability or veteran status.

Employee Status: The employee in this position will serve at the pleasure of the Court.

Signature

Date