

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

COMPUTER ASSISTED COURT RECORDER

CLASS CODE: 99-71-12

POSITION PURPOSE

Uses computer-assisted digital audio recording systems to record judicial proceedings in a magistrate or circuit court by setting up both portable and fixed equipment and testing it before each hearing where it is used, operating the equipment during proceedings including marking testimony and retrieving it for playback when requested, and maintaining an inventory, in cooperation with UJS IT, of recorded cases that may be retrieved and copied to other mediums; and prepares transcripts of testimony when requested to provide administrative support for Judges.

DISTINGUISHING FEATURE

This position is distinguished by the successful set-up and operation of specialized equipment used to record reliable and retrieval judicial proceedings in lieu of a verbatim stenographic record of a court reporter. The court recorder serves as the guardian, in cooperation with UJS IT, of the verbatim digital recording of official court proceedings in an accurate, impartial, and confidential manner.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Operates, monitors, and maintains computer-assisted recording equipment to provide an official record of arraignments, trials, hearings, dockets, and any other court proceedings that may require an official record.
 - a. Ensures witnesses and attorneys speak one at a time, so the record is accurate.
 - b. Clarifies mumbled or oddly pronounced words and obtains spellings for proper names and technical terminology.
 - c. Marks exhibits and keeps a record of exhibits that are offered/received and provides to the court in a timely manner.
 - d. Maintains original files and backup files in coordination with UJS IT.
 - e. Works with Circuit Administration, UJS IT, and clerk staff to provide computer assisted solutions for real-time reporting or voice transcripts for Judges, attorneys, and/or hearing impaired litigants, witnesses and jurors when requested or approved.
 - f. Ensures supplies are available to operate equipment, e.g., tapes, CD Rom, labels, covers, etc.
 - g. Trains other personnel to operate the equipment.
2. Records appropriate entries of proceedings and other pertinent information such as jury voir dire, seating of new witnesses, objections, verdicts, etc., on the computer log throughout the trial process.

COMPUTER ASSISTED COURT RECORDER

3. Operates computer-based word processing equipment and other intelligent microcomputers or terminals using a keyboard, CRT visual display screen, and electronic printers to produce legal documents such as letters, memos, reports, decisions, entries, jury charges, dismissals, pretrials, interrogatories, verdict forms, and other legal entries.
4. Makes appropriate series of commands to create, edit, retrieve, format, print, and accumulate material electronically; and maintains an electronic file of all documents stored within the system; and retrieves, refers to, and reads case files as assigned.
5. Schedules the Judge's court calendar to ensure hearings and trials are held in a timely manner and does not conflict with other court schedules/events.
 - a. Locates times in the Judge's calendar to schedule and ensure there are no conflicts in the schedule such as another Judge using the courtroom.
 - b. Ensures enough time is scheduled for the hearing or trial.
 - c. Contacts attorneys to move their hearings to new dates when necessary.
 - d. Arranges for video conference calls or teleconferencing calls along with ensuring the necessary equipment is available at each court location.
 - e. Ensures the county is aware of the schedule, so they do not attempt to use the courtroom and can have appropriate security available.
 - f. Emails updated schedules as needed to the Judge and other court personnel and officers of the court involved in proceedings.
6. Prepares correspondence, answers the telephone and takes messages, and responds to attorney or party inquiries on behalf of the Judge to ensure timely responses.
 - a. Types, files, and distributes pretrial orders.
 - b. Answers attorney or party procedural questions.
 - c. Keeps a list of which attorneys on a case has been asked to do the order and sends the list to the Judge weekly for tracking purposes.
 - d. Makes copies and print documents.
 - e. Types travel vouchers for self and judge(s).
 - f. Locates files and paperwork for the Judge.
 - g. Contacts UJS IT to resolve issues with state-provided computer equipment for self, Judge, and courtroom.
7. Provides additional administrative support for Judges by performing general clerical duties as needed.
 - a. Types letters, forms, and documents and proofreads them for spelling, grammar, and format.
 - b. Drafts or composes routine correspondence.
 - c. Maintains case schedules for Judges and updates them as necessary.
 - d. Answers and routes telephone calls.
 - e. Orders and maintains office supplies.
8. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position oversees the processes involved in setting up and operating specialized recording equipment; and maintaining and utilizing recorded files.

COMPUTER ASSISTED COURT RECORDER

ESSENTIAL FUNCTIONS REQUIRE

This position requires sitting for extended periods of time; maintaining pleasant and professional demeanor and remaining unemotional even in high stress environments; good English language skills to include spelling, vocabulary, and punctuation proficiency; carrying, setting up, and operating specialized recording equipment in multiple locations; operating other office machines such as computer, telephone, copier, etc.; using hands for repetitive movement, including grasping, turning, and typing; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, delegate when necessary as well as ensure coverage during absence by cooperating with coworkers; and the ability to understand and communicate (verbally and in writing) procedures and practices of the court and UJS.

PROBLEMS AND CHALLENGES

Challenges include being responsible for verbatim digital recordings of judicial proceedings. This is challenging because it requires careful transport and set-up of equipment and testing it to ensure functionality; in-depth knowledge of the equipment and its peripheral attachments and how to use them; and keeping records that are functional and easily retrievable.

Problems encountered include transporting and setting up portable versions of recording equipment; marking testimony in appropriate places to facilitate retrieval; and making sure equipment functions consistently and continually.

DECISION-MAKING AUTHORITY

Decisions include whether computer-assisted equipment is operational and adequate for the situation at hand; which machine processes to access for specific functions; commands needed to store and retrieve material from electronic equipment; how to mark, refer to, and retrieve materials from recorded testimony; extent of equipment inventory to have available; and processes for training others to use the equipment.

Decisions referred include work assignments where equipment will be used; authorization for transcripts from files; approval of Judges' calendars; approval of equipment purchases.

CONTACT WITH OTHERS and PURPOSE

Daily contact with circuit administrators, Judges, and other judicial staff regarding work assignments; with the public to provide information about court processes and specific proceedings; and with attorneys, State's Attorneys, and defendants to provide information about hearings and court schedules; and routine contact with equipment suppliers and vendors and IT staff regarding specialized equipment functionality.

WORKING CONDITIONS

The incumbent works in a typical office/court environment. Courtroom proceedings and trials can be volatile, emotional, and require proximity to potentially violent and emotional individuals.

COMPUTER ASSISTED COURT RECORDER

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- Courtroom procedures, standards, and ethics;
- court procedures and legal systems;
- word processing in a network environment;
- computer programs such as Microsoft WORD, Schedule Plus, and Excel;
- general office procedures and practices;
- legal terminology;
- medical terminology;
- drug terminology;
- English language, including meaning, spelling, rules, and grammar.

Skill in:

- typing and/or keyboarding proficiently and quickly;
- operation of computer-based word processing equipment and other intelligent micro-computers or terminals;
- use of transcription equipment.

Ability to:

- use analytical skills in working with equipment and computers;
- provide consistently accurate work products;
- work in a confidential environment;
- prioritize assignments and make decisions independently;
- understand and proofread technical and legal materials;
- understand and use medical and prescription dictionaries;
- perform administrative and clerical tasks relevant to the court;
- stay up to date with changes in terminology, slang, and reporting procedures;
- troubleshoot all UJS equipment that may be used in the courtroom and office;
- listen to emotional testimony without reacting or forming opinions;
- maintain confidential information and proceedings;
- meet timelines and deadlines;
- schedule proceedings with multiple parties;
- communicate effectively, both in writing and verbally;
- maintain a professional demeanor when proceedings become emotional or volatile.

Education:

Graduation from high school or possession of a GED certificate.

Experience:

Three (3) years of experience in an office setting or an equivalent combination of related education and experience. Experience in a court environment is preferred.