

Court Reporter – Subsidiary 1

APS Benchmark Listings

Sub.No.	Bench- mark	Dept.	Working Title Job Title	Know-How					Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points		
Court Report 2 (Point Range 192 - 227)													
001	016RC01	Justice & Sol. Gen.	Sr. Court Reporter	D	I-	2	132	25	33	R1	38	203	
Court Report 1 (Point Range 135 - 160)													
001	014RC01	Justice & Sol. Gen.	Court Reporter	D	T	1	100	22	22	R1	25	147	

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 016RC01

Identification Section

Working Title:	Senior Court Reporter
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Edmonton, Transcript Management Services
Reports To:	Manager, Transcript Management Services
Levels to D.M.:	5
Job Description:	016RC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Court Reporter
Job Code:	016RC - Court Reporter 2

Comments on Role

This position supervises several Court Reporters. Position will assign work, monitor and appraise performance and participate in the hiring of Court Reporters.

Position also attends judicial and quasi-judicial proceedings for the purpose of taking verbatim evidence and producing transcripts upon request using personal computer aided transcription technology.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI-2 132	25% 33	R1 38	203

Comments on Evaluation

- **Knowledge:**

This working supervisor requires specialized skills in court transcription that can only be gained through a two-year post-secondary diploma. The "1-" rating for complexity and diversity reflects the narrow focus of the job duties. The supervisory function focuses on the monitoring of performance (i.e. accuracy/speed) and scheduling of the subordinates. Human Relations skills rating of "2" reflect the requirement to influence the performance of subordinates and contractors.

- **Creativity/Problem Solving:**

Works independently planning and organizing the day-to-day work of the unit including the scheduling of contractors. Exercises judgment in dealing with situations regarding the scheduling and coordinating of Court Reporters and contractors. Assistance is readily available from the Transcript Management Manager.

- **Responsibility:**

Service delivery focus ensuring the provision of court reporting services.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 016RC01

Identification Section

Working Title:	Senior Court Reporter
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Edmonton, Transcript Management Services
Reports To:	Manager, Transcript Management Services
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Senior Court Reporter supervises several Court Reporters. Position will assign work, monitor and appraise performance and participate in the hiring of Court Reporters.

This position also attends judicial and quasi-judicial proceedings for the purpose of taking verbatim evidence and producing transcripts upon request using personal computer aided transcription technology.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Supervise several Court Reporters.

Assign responsibilities and establish Court Reporter standards.

Monitor and formally appraise performance, ensuring that quality transcripts are produced.

Coach and provide guidance.

Participate in the selection and hiring of new Court Reporters.

Approve vacation leave for Court Reporter positions.

2. Take verbatim shorthand notes of court proceedings and quasi-judicial hearings as assigned. Ensure that equipment is maintained in good working order. Some travel maybe required.

3. Transcribe from verbatim notes.

Transcribe from verbatim notes when transcripts are requested within established timeframes and standards.

Ensure accuracy and follow proper formats.

Store all proceedings on computer system (CAT) for retrieval upon and order.

Provide electronic transcripts upon request.

4. Ensure adequate reporter coverage for courts.

Contact established contracted private Court Reporting firms and assign courts as required to ensure all necessary courts are covered.

5. Other related duties.

Ensure accuracy and the current indexing of taken proceedings.

Safeguard shorthand notes and tapes as well as government equipment.

Complete necessary documentation such as statistics and reports.

Other general administrative responsibilities.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a working supervisor. Supervises several Court Reporters that perform the full range of Court Reporter responsibilities (full working level). Position also takes verbatim notes and accurately transcribes notes.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Main communication is for the purpose of providing guidance, direction and positively influencing employees.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position must have the ability to write verbatim shorthand at 225 words per minute of complex matters. Requires supervisory skills to provide guidance and direction to several Court Reporters.
- Typically requires a Court Reporting Diploma, experience as a fully competent Court Reporter and some supervisory experience.

Organization

(Working titles of positions reporting directly to this position.)

Position has full supervisory responsibility for several fully competent Court Reporters including formally appraising their performance.

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Subsidiary 1

Benchmark Evaluation - 014RC01

Identification Section

Working Title:	Court Reporter
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Edmonton, Transcript Management Services
Reports To:	Senior Court Reporter
Levels to D.M.:	5
Job Description:	014RC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Court Reporter
Job Code:	014RC - Court Reporter 1

Comments on Role

Attend judicial and quasi-judicial proceedings for the purpose of taking verbatim evidence and producing transcripts upon request using personal computer aided transcription technology.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DT1 100	22% 22	R1 25	147

Comments on Evaluation

- **Knowledge:**

Requires specialized skills in court transcription that can only be gained through a 2-year post-secondary diploma. Task focus on the preparation of verbatim transcripts of court proceedings. Communication is for the purpose of information exchange.

- **Creativity/Problem Solving:**

Works independently within well defined procedures governing transcripts management processes. Most situations encountered are similar and may be resolved from past experience.

- **Responsibility:**

Service delivery focus. Takes verbatim notes of court and quasi-judicial proceedings.

Last Reviewed:

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Subsidiary 1 Benchmark Job Description - 014RC01

Identification Section

Working Title:	Court Reporter
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Edmonton, Transcript Management Services
Reports To:	Senior Court Reporter, Court Reporter 3
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Court Reporter attends judicial and quasi-judicial proceedings for the purpose of taking verbatim evidence and producing transcripts upon request using personal computer aided transcription technology.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Take verbatim shorthand notes of court proceedings and quasi-judicial hearings as assigned. Ensure that equipment is maintained in good working order. Some travel may be required.**
- 2. Transcribe from verbatim notes.**
Transcribe from verbatim notes when transcripts are requested within established timeframes and standards.
Ensure accuracy and follow proper formats.

Store all proceedings on computer (CAT) for retrieval upon and order.

Provide electronic transcripts upon request.

3. Other related duties.

Ensure accuracy and the current indexing of taken proceedings.

Safeguard shorthand notes and tapes as well as government equipment.

Complete necessary documentation such as statistics and reports.

Other general administrative responsibilities.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position takes verbatim notes and accurately transcribes notes in correct formats ensuring court records are kept and available to clients in the courts, legal professionals and the public.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Most communication is to ensure the accurate transcription of court proceedings and quasi-judicial hearings and responding to requests for transcripts from legal professionals, the public and court personnel.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position must have the ability to write verbatim shorthand at 225 words per minute of complex matters. Must have strong research skills, good knowledge of the internet for research purposes.
- Typically requires a Court Reporter diploma, experience as a fully competent Court Reporter. Real time writing skills are essential, as well as knowledge of hardware, software, and connections for performing real time writing.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

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