

JOB TITLE	LEVEL	GRADE	JOB. NO.
Court Reporting Technician II	E-3	03	641

DEFINITION

Employees assist instructors and student in the Court Reporting Program.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Types correspondence, articles, reports, forms, syllabi, schedules, tabulations, bulletins, manuals, and other documents from copy or rough drafts in an acceptable format.
- ◆ Receives and routes incoming and outgoing mail.
- ◆ Answers and routes incoming calls; schedules appointments for supervisor.
- ◆ Maintains files of tests, reports, records, correspondence, and other materials according to established classifications; maintains manuals, books of procedure, bulletins, and equipment inventories.
- ◆ Checks students' laboratory work (reads steno notes), vocabulary, and current events.
- ◆ Makes out all proofreading exams, theory review exams, and vocabulary assignments.
- ◆ Checks all proofreading exams, theory review exams, realtime accuracy, and all other exams as needed.
- ◆ Keeps all labs organized and computer updates.
- ◆ Marks dictation material at various speeds and keeps all dictation material organized.
- ◆ Monitors during tests.
- ◆ Maintains up-to-date dictation.
- ◆ Maintains database of students and graduates.
- ◆ Coordinates the duplication of materials.
- ◆ Prepares transcripts for Moot Court.
- ◆ Assigns stenograph machines and maintains log.
- ◆ Arranges for cleaning and/or overhaul of stenograph machines and other equipment.
- ◆ Assists with NCRA RPR/RMR/CRR testing.
- ◆ Assists with Alabama CCR testing.
- ◆ Attends college fairs/career days.
- ◆ Visits high schools and civic organizations for recruiting purposes.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of advanced word processing, including merge functions, database, and spreadsheet (*Computer Level II Exam*).
- ◆ Ability to write and understanding machine shorthand theory.
- ◆ Ability to use the telephone effectively.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to learn assigned secretarial tasks readily and to adhere to prescribed routines.
- ◆ Ability to read stenotype notes and assist in timed dictation.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

QUALIFICATIONS

Education:	Two (2) years' postsecondary education of with a minimum of 15 semester hours in Court Reporting. Certified Shorthand Reporter
Experience:	Five (5) years' experience in a related field, <i>with three (3) years of experience as Court Reporting Technician I.</i>
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.