

# KENDALL COUNTY CLASS SPECIFICATION

## COURT REPORTER

Job Code:

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### GENERAL SUMMARY

Under general supervision, the purpose of the position is to attend, report, and maintain a verbatim record of court proceedings as directed by the court.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### Duties may include but are not limited to the following:

Attends court proceedings and transcribes verbatim all court proceedings as directed by the court; maintain records of court proceedings.

Provides verbatim transcripts as requested of proceedings and verbatim notes generated during such proceedings; delivers transcripts as requested.

Archives text and audio files of court proceedings.

Maintains a calendar of court proceedings.

### EXPERIENCE AND TRAINING

Associate's degree or equivalent training; supplemented by one (1) year previous experience or training in court reporting functions.

### LICENSES AND CERTIFICATIONS

Must possess and maintain a current Court Reporter license from an accredited court reporting school.

### KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Modern office procedures and equipment.
- Computer and recording/transcribing equipment functions.
- Correct English usage and grammar.

**Ability to:**

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with judges, general public, attorneys, and employees.
- Follow safe work practices including workplace safety policies and procedures.
- Exert light physical work mainly in a sedentary position.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.