

COLUMBIA COUNTY JOB DESCRIPTION

TITLE: COURT RECORDER
DEPARTMENT: OFFICE OF COURT ADMINISTRATION
FLSA STATUS: non-exempt
DATE: October 1, 2022

GENERAL SUMMARY: Through the use of an electronic recording system, records all spoken words during court proceedings including but not limited to testimony, opening/closing remarks of counsel, the Court, Orders and sidebar conferences. Prepare court orders and/or transcripts from the verbatim recordings as requested. Swear in witnesses, mark exhibits as directed by the Court.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Maintains recording equipment; checking system to ensure proper functioning.
2. Point of contact for any recording equipment issues with County I.T. Department.
3. Maintains records and recordings, mark and secure all exhibits.
4. Maintain daily log sheets of all recorded proceedings. Backup all recordings for proper retention of records under the State guidelines.
5. Transcribes testimony of court proceedings including trials, hearings, conferences or any other court related event as directed by Court Administration or the Court.
6. Interrupts when necessary to ensure accuracy and completeness of the record; plays back portions of proceedings if requested.
7. Maintains a log of all parties, attorneys and persons at court events noting all occurrences such as unusual terms, names, objections, cross examinations and Orders entered.
8. Must get correct spelling of names, terminology or any other specific details or testimony that is part of the recorded proceedings.
9. Process transcript requests and make copies of log notes and recordings as directed; transcribes recordings only as directed. Transcripts must be completed per Civil Rule 4011.
10. Maintains record of transcript requests, status of request up to an including filing in the appropriate filing office and service to party(s).
11. Generates Court orders as directed arising out of any Court proceeding.
12. Performs other job-related duties as assigned including but not limited to answering phones, making copies, responding to inquiries and requests of Court records, scanning/emailing upon request.
13. Assist other Court Reporters and Court Staff as needed.

QUALIFICATIONS: Court Recorders must be familiar with the controls of electronic audio equipment, proficiency in note taking and understanding Courtroom procedures and vocabulary. Have adequate hearing to assure high quality recording. Able to quickly diagnose and correct routine malfunctions. Recorders must be recertified every three (3) years by the Court or Court Administrator to assure accuracy, timeliness and quality of work.

COURT RECORDER

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EDUCATION: High School diploma, Prior transcriptionist experience using audio equipment. Paralegal degree helpful but not required. Experience and general knowledge of procedures and protocols in a professional, judicial environment.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have extraordinary typing skills and ability to transcribe with speed and accuracy.
2. Excellent knowledge of English grammar, spelling, punctuation and usage.
3. Ability to communicate with members of the judiciary, attorneys, associates and others as required.
4. Basic knowledge of courtroom and legal proceedings.
5. Basic knowledge of legal terminology and functions of various court officials.
6. Ability to learn the use of electronic equipment to enable production of verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony and emotional circumstances.
7. Ability to learn to diagnose and correct routine malfunctions of electronic recording equipment.
8. Ability to understand and follow oral and written instructions and directions.
9. Ability to organize and maintain complete record of activities.
10. Excellent oral and written communications.
11. Ability to work independently and effectively with co-workers and others.
12. Must possess the ability to accurately transcribe recordings and proceedings within required timeframes.
13. Excellent time management skills.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.