

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COURT REPORTER**

Spec No. 5012

### **BASIC FUNCTION**

To make verbatim records of court and other proceedings and produce transcripts.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Records court proceedings, hearings and conferences.
2. Prepares verbatim transcripts of court and other proceedings; reads back portions of the transcribed record on order of the court.
3. Indexes and files paper notes of all court proceedings with the Snohomish County Clerk's Office.
4. May receive and direct incoming court related telephone calls; takes messages, determines needs, answers questions and furnishes information as appropriate.
5. Assists in scheduling appointments, meetings and conference rooms.
6. Types general correspondence and jury instructions as necessary.
7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Three (3) years experience as a skilled, practical reporter; OR, ability to take and transcribe accurately 175 words per minute of the judges charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180). Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Completion of a recognized court reporter training course is preferred.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- foreign words and phrases

# SNOHOMISH COUNTY JOB DESCRIPTION

## COURT REPORTER

Spec No. 5012

### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- record court or other proceedings verbatim with speed and accuracy using manual or machine recording techniques
- transcribe stenographic material into typewriter copy with speed and accuracy
- understand and correctly spell difficult terminology
- operate standard office equipment including telephones, typewriters and video terminals
- work under pressure
- concentrate
- understand and execute written and oral instructions

### SUPERVISION

Court Reporters are responsible to the judge in whose court verbatim records are made plus additional supervision is received from the Superior Court Administrator and/or an Administrative Superior as assigned. The employee plans and carries out assignments on their own initiative. The work is reviewed through scrutiny of records by attorneys and litigants.

### WORKING CONDITIONS

The work is performed in the usual office environment and a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977

Previous Spec No. 610635

Revised and/or Retitled: December 1986

EEO Category: 6 – Administrative Support

Pay Grade: 109 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous