

COURT REPORTER 1

GENERAL

This is the entry level classification for positions of court reporters who undergo all or part of their training within the Department of Attorney-General as trainees in the Stenomask System or students who have had some training in other systems of reporting but who require further "in court" training. Such trainees may spend weeks or months practising the taking of court proceedings, in conjunction with a qualified court reporter, acquiring knowledge as to court procedures, legal terminology, and transcript forms. The Chief Reporter will supervise and assess trainee's progress. Upon completion of a training period incumbents will be expected to act as court reporter in simple proceedings and graduate to more involved proceedings.

TYPICAL DUTIES

Takes verbatim testimony including questions, answers, arguments, Judge's instructions and all other matters of record.

Dictates from shorthand notes to a dictaphone including the checking of technical names, terminology, legal quotations, etc.

Proof reads typewritten transcript and provides sufficient copies as requested.

Duties include travelling and assisting in general office duties as required.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Extensive general vocabulary in addition to the knowledge of correct grammar.

Ability to take shorthand or steno-type at 140 w.p.m. or have the ability to learn to use stenomask.

Ability to type 30 words per minute.

Must be able to comprehend involved technical testimony and legal argument.

Ability to speak clearly and distinctly.

Education, Training and Experience

Grade XII.

Physical Standards

Physically capable of performing the duties assigned.

COURT REPORTER 2

GENERAL

The incumbent is part of a pool of Court Reporters responsible for the verbatim reporting of evidence and proceedings in civil and criminal assize trials and the preparation of transcript to assist in the proper administration of justice. The employee must be prepared to appear at various courts, inquests, hearings, examinations for discovery, etc. on short notice as assigned daily by the Chief Court Reporter. The above duties involve coverage of the Provincial Magistrates Court, County Court, Court of Queen's Bench, Court of Appeal and Circuit Courts.

TYPICAL DUTIES

Takes verbatim testimony including questions, answers, arguments, Judge's instructions and all other matters of record.

Dictates from shorthand notes to a dictaphone including the checking of technical names, terminology, legal quotations, etc.

Proof reads typewritten transcripts and provides sufficient copies as requested.

Duties include travelling and assisting in general office duties as required.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of correct spelling; grammatical usage and a large vocabulary of legal, medical, engineering, trade and technical terms.

Ability to work rapidly for sustained periods of time.

Considerable knowledge of court procedures and the legal requirements for full and complete records.

Ability to take shorthand or steno-type at 175 w.p.m., type at least 40 w.p.m. and ability to use stenomask.

Knowledge of the use of dictating equipment.

Education, Training and Experience

Minimum grade XII education with a large vocabulary and good command of English.

Preferably graduation from a recognized school of reporting with at least one year's experience and training in court reporting.

Physical Standards

Physically capable of performing the duties assigned.

COURT REPORTER 3

GENERAL

The incumbent is a part of a pool of Court Reporters responsible for the verbatim reporting of evidence and proceedings in civil and criminal assize trials and the preparation of transcript to assist in the proper administration of justice. The employee must be prepared to appear at various courts, inquests, hearings, examinations for discovery, etc. on short notice as assigned daily by the Chief Court Reporter. The above duties involve coverage of the Provincial Magistrates Court, County Court, Court of Queen's Bench, Court of Appeal and Circuit Courts.

The main difference between the Court Report 2 and 3 level is that incumbents to a Court Reporter 3 position have achieved the necessary experience and competence.

TYPICAL DUTIES

Takes verbatim testimony including questions, answers, arguments, Judge's instructions and all other matters of record.

Dictates from shorthand notes to a dictaphone including the checking of technical names, terminology, legal quotations, etc.

Proof reads typewritten transcript and provides sufficient copies as requested.

Duties include travelling and assisting in general office duties as required.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of correct spelling; grammatical usage and a large vocabulary of legal, medical, engineering, trade and technical names.

Ability to work rapidly for sustained periods of time.

Considerable knowledge of court procedures and the legal requirements for full and complete records.

Ability to take shorthand or steno-type at 175 w.p.m., type at least 40 w.p.m. and ability to use stenomask.

Knowledge of the use of dictating equipment.

Education, Training and Experience

Minimum grade XII education with a large vocabulary and good command of English.

Preferably graduation from a recognized school of reporting with at least three to five years' experience and training in court reporting.

Physical Standards

Physically capable of performing the duties assigned.