

# COURT REPORTER MONITOR

2026  
JOB CLASS ESSENTIAL FUNCTIONS

## GENERAL DEFINITION:

This is electronic recording work at the full performance level, taking verbatim accounts of judicial proceedings. A position in this class uses an electronic recording system to record all testimony, noting speakers, terms and any other unusual aspects to the proceeding and processes the tapes produced as a result of this process. A position in this class is differentiated from related classes by the type of equipment used to record and document the proceedings. A position in this class reports directly to a supervisory court reporter position.

## TYPICAL EXAMPLES OF WORK: (Illustrative Only)

Records verbatim testimony at all types of Court proceedings, including trials, hearings, and conferences using an electronic recording system; interrupts, if necessary, to insure accuracy and completeness of record; plays back portions of proceeding if requested; maintains log of all speakers and events, noting all occurrences such as unusual terms, names, objections and cross examinations; determines correct spelling of names, terminology and other specifics of testimony by contacting attorneys and examining case file.

Sets up and maintains recording equipment, conducts sound check of system to ensure proper functioning; maintains log sheets and other supplies; may maintain and secure exhibits; may swear-in witnesses; may explain courtroom procedures and schedules or refer to another person to resolve the question.

Processes transcript requests; e-files transcripts when appropriate; maintains records of status of transcripts; bills appropriate parties; emails or delivers transcripts to judge, attorneys and other authorized personnel.

Performs related work as required.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of English grammar, spelling, punctuation and usage.

Basic knowledge of the conduct of legal proceedings, hearings and conferences.

Basic knowledge of the functions and roles of parties to a legal and/or administrative proceeding.

Ability to learn the use of electronic recording equipment to produce verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, emotional circumstances and similar factors.

Ability to communicate with associates, members of the judiciary, attorneys, and witnesses.

Ability to understand and follow oral and written directions.

Ability to organize and maintain complete records of activities.

## ACCEPTABLE TRAINING AND EXPERIENCE:

Associate's degree or comparable post-secondary education.

One to two years clerical experience in an administrative, professional, governmental or judicial setting.

Or any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited above.