

Summary of Duties: Takes verbatim notes of hearings, statements, proceedings, conferences, and testimony at a high rate of speed; transcribes notes verbatim or in brief form; independently prepares letters for signature; and does related work.

Distinguishing Features: An employee of this class takes shorthand or stenotype notes at a sustained and much faster rate than is required of employees of other classes which include stenographic duties. A Hearing Reporter is responsible for the accuracy of the notes and transcriptions and may be required to testify under oath to such accuracy. The work is made difficult because of the necessity for taking notes from groups of persons who frequently speak in a low voice, in an emotional manner, or who may not speak clearly.

Examples of Duties: Takes and transcribes verbatim notes of testimony and proceedings given before formal or informal hearings, meetings, and conferences; takes verbatim statements of witnesses and confessions of prisoners, suspects, and criminals; takes and transcribes verbatim statements and conversations with suspects and criminals which are heard over a concealed microphone; transcribes tape recordings;

Takes and transcribes Board and other hearings in which verbatim reports are necessary; takes and transcribes Board minutes, letters, reports, memoranda, instructions, and orders; writes resumes of cases; types reports from rough draft; edits manuscripts and reports; furnishes information to callers in person or by telephone; maintains files of Commission or division records; appears in court to testify to the accuracy of transcribed materials; may perform miscellaneous clerical duties related to hearing proceedings; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of correct punctuation, spelling, and grammatical usage, together with a superior vocabulary; a working knowledge of the practices and procedures followed in quasijudicial hearings; a working knowledge of office practices and procedures; a general knowledge of legal forms and phraseology; the ability to appear before courts or Boards and other formal or informal hearing groups for the purpose of taking and reading shorthand or stenotype notes; and the ability to deal tactfully and effectively with public officials, other employees, and the public.

The ability to take four-voice dictation of more than average difficulty at a rate of 180 words per minute and to transcribe notes on a typewriter or automated word processing system with 90% accuracy at the rate of 20 words per minute is required; or current certification as a Shorthand Reporter by the California Shorthand Reporter's Board; or current recognition as a Registered Professional Reporter by the National Shorthand Reporters Association is required.

License: A valid California driver's license may be required prior to appointment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity involved in such activities as reaching, lifting and typing; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.