

**Alaska Court System  
Class Specification**

REAL-TIME REPORTER

Range: 16

EEO4: 02

SOC: 23-2091

Class Code: C4304

**Definition:**

The Real-Time Reporter provides accurate and professional Real-Time reporting and transcribing for court proceedings, hearings, and conferences to judicial officers, attorneys, and court clients.

**Distinguishing Characteristics:**

The Real-Time Reporter is a qualified Court Reporter with a general knowledge of people who experience hearing loss.

Supervision Received: The incumbent works under the general supervision of the Clerk of Court and may receive direction or supervision from a judicial officer or Area Court Administrator.

Supervision Exercised: The incumbent does not directly supervise other court employees.

Complexity of Tasks: The incumbent performs duties involving a high consequence of error and must use diligence in performing translation services in a real-time courtroom setting.

Independent Judgment: The incumbent exercises independent judgment on a regular and recurring basis.

**Examples of Duties:**

Provide Real-Time recording for trials, hearings, or conferences.

Write spoken words and punctuation utilizing a stenographic reporting system.

Transcribe court proceedings from stenographic notes into a written transcript.

Identify participants by name to facilitate reporting.

Prepare and distribute transcripts and related reports and documents.

Research case law, spelling, language, and terminology in preparation for proceedings.

Make a contemporaneous written record of conversations during live court proceedings using a stenotype machine and associated software.

Listen and write for continuity, sense, and detail of the proceedings.

Maintain a professional appearance and presence in the courtroom that does not distract from judicial proceedings.

**Knowledge, Skills, Abilities:**

The Real-Time Reporter requires knowledge of:

- The English language, including grammar, punctuation, sentence structure, spelling and particular vocabulary of the judicial environment;
- General legal principles and their application;
- Formal courtroom procedure and evidence;
- Alaska Statutes, Rules of Court, regulations, local ordinances, and Court operating procedures; and
- Specialized vocabularies (medical, scientific, technical) for cases under consideration.

The Real-Time Reporter requires skill in order to:

- Use the stenotype machine and associated software to output a minimum of 200 words per minute at or greater than 96% accuracy;
- Assimilate and process what is heard quickly and efficiently;
- Research the type of proceedings in order to be prepared to translate; and
- Analyze issues and develop solutions.

The Real-Time Reporter requires the ability to:

- Carry out legal research and reason logically.
- Analyze legal documents for clarity and legal sufficiency.
- Work effectively and maintain cooperative relationships with judges, law clerks, and other staff of the courts and outside agencies.
- Maintain and update the stenographic dictionary.
- File, store, and retrieve text files.
- Understand complex concepts, issues, and data.
- Learn and understand technical terminology and professional jargon used by judicial officers, attorneys, witnesses, and parties to a court proceeding.
- Receive sensitive or tragic information and maintain ethical standards of confidentiality.

**Minimum Qualifications:**

Certification as a Certified Real-Time Reporter (CRR) from the National Court Reporters Association (NCRA) AND one year of professional experience AND a member in good standing of the National Court Reporters Association.

This position is in the partially-exempt service; incumbents serve “at-will” to the appointing authority.

07/12 – Original, WPA  
02/14 – Remove MQQ’s  
03/15 – Revised