



## **Courts Administration Authority JOB PROFILE**

Position	<b>Court Reporter Level 4: On-Line</b>
Division	Corporate Services - Court Transcription Services
Remuneration	AS06

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### **THE ORGANISATION**

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council ("Council") as an administrative authority independent of control by executive government and to confer on the Council power to provide Courts with the administrative facilities and services necessary for the proper administration of justice.

Participating Courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

### **CORPORATE SERVICES DIVISION**

The Corporate Services Division provides high quality service delivery and corporate support to the CAA and Judiciary in the areas of Business and Financial Services, Media, Facilities Management, Library Services, Court Transcription Services (CTS), and the Sheriff's Office.

### **THE ROLE**

A Court Reporter Level 4 is responsible for providing effective and efficient court reporting duties in all jurisdictions of the participating courts under the *Courts Administration Act 1993*.

Duties include:

- on-line verbatim reporting.
- editing of court reporter verbatim on-line transcript and transcription of court proceedings.
- production quality transcript in a timely manner in accordance with established service levels.

### **KEY RELATIONSHIPS**

Reports to the Deputy Manager, Court Transcription Services.

This position maintains key working relationships with:

- CTS Managers & Administrative Staff

- CTS Court Reporters and Audio Reporters
- Judiciary and Support Staff
- Sheriff's Officers
- Members of the legal profession.
- CTS Clients

## KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Court Reporter Level 4 will achieve the following objectives and key outcomes:

- Ensure accurate reporting and transcription of court proceedings by providing high quality on-line court reporting and scoping to the various courts.
- Maintain a sound working knowledge of Computer Aided Transcription (CAT) software to enable the timely production of quality transcript.
- Maintain a personal dictionary to assist CAT useability and efficiency.
- Contribute to the continuous improvement of the branch by contributing to all or any of the following:
  - o staff development
  - o problem solving
  - o technology development
  - o Contribute to the attainment of established service levels by producing transcript from digital sound files.
- Demonstrate a high level of competency in the use of the Court Transcription Management System (CTMS).

## SELECTION CRITERIA

### Essential

To undertake the professional and technical components the Court Reporter Level 4 is required to demonstrate competent on-line skills through the successful completion of an on-line test.

To successfully perform in this role the Court Reporter Level 4 applicant must have the following personal skills/abilities/aptitudes:

- A minimum machine shorthand speed of up to 180 wpm.
- Fast and accurate transcription skills.
- Ability to produce accurate shorthand notes.
- A high level of English language, verbal and written communication skills.
- Excellent time-management skills to manage concurrent tasks and deadlines.
- Ability to self-motivate and work under pressure.
- Ability to work effectively within small and large teams.
- Experience in building and maintaining working relationships.
- Demonstrated ability to show respect and flexibility when working with others.
- High level of customer service skills.

## **Desirable**

- Experience in contributing to a continuous improvement environment.
- Knowledge of the criminal, civil and court of appeal jurisdictions.
- Knowledge of the courts administration structure and of the principles of judicial independence.

## **SPECIAL CONDITIONS**

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is dependent upon a National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.
- May be required to work in any CBD or metropolitan location either on a temporary or ongoing basis and undertake intra or interstate travel which may necessitate overnight absences.
- Appointees will be required to disclose their COVID-19 vaccination status.