



Courts Administration Authority JOB PROFILE

Position	Audio Reporter
Division	CourtSA – Court Transcription Services
Remuneration	AS03

THE COURTS ADMINISTRATION AUTHORITY

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.

CourtSA

The CourtSA Division provides centralised jurisdictional and administrative services to participating courts of South Australia, delivering strategic and operational court-focussed services and solutions to ensure the effective and efficient operation of the courts and to support its future direction.

The IT Division manages and supports a complex and diverse technology environment across numerous court sites throughout the state, with critical technological interfaces to other justice sector agencies. Through the effective use of ICT, the Division delivers secure, reliable and contemporary technology solutions that support continuity of court operations and inter-agency collaboration.

The Infrastructure and Courtroom Technology Branch is responsible for the implementation, operation and support of the Courts Administration Authority's (CAA) enterprise infrastructure and courtroom technology environment. This includes server and virtualised platforms, networks, end-user computing, storage, monitoring and the IT systems that underpin in-court technologies and digital court services.

THE ROLE

The Audio Reporter works in all jurisdictions of the participating courts under the *Courts Administration Authority Act (1993)* throughout South Australia from either inside or outside a courtroom setting by:

- Setting up and operating audio recording/transcription equipment and monitoring proceedings.
- Preparing accurate and timely transcript of proceedings from audio/visual recordings.
- Providing support and relief to the CTS Front Counter.

KEY RELATIONSHIPS

This position reports to the Deputy Manager, Court Transcription Services.

This position also 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 Audio Reporter must attain the following objectives and key outcomes:

- Preparation, setting up and testing of static and portable audio/visual recording equipment to provide quality recording of proceedings for all participating courts.
- Identifying and/or rectifying recording equipment malfunctions.
- Collation of relevant information regarding court proceedings to assist in the accurate and timely production of transcript.
- Contributing to the attainment of established service levels by producing transcript which is consistent with CTS style.
- Effective use of CTMS (Court Transcript Management System) to finalise and distribute to court users.
- Contributing to the development and training of other ATS staff.
- Performing administrative tasks where required.
- Developing effective working relationships with court users and staff to provide an efficient and effective service.
- Developing an understanding of the structure and function of the jurisdictions within the Courts Administration Authority

SELECTION CRITERIA

Essential

- A minimum keyboard typing speed of 70-80 wpm with 98% accuracy.
- A high-level understanding of the English language and high-level verbal and written communication skills.
- Ability to manage competing tasks and deadlines and be self-motivated.
- 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 customer service skills.
- Knowledge of courtroom procedures and protocols is desirable.

The applicant will be measured on the above skills by:

- Passing the Audio Reporter Assessment of audio transcription.
- Passing an English language skills test including grammar, spelling, proof reading, general knowledge and word comprehension.

SPECIAL CONDITIONS

- 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 current National Police Certificate that the CAA find 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 may be required to disclose their COVID-19 vaccination status.