



West Valley - Mission

Community College District

CLASS SPECIFICATION

INSTRUCTIONAL TECHNICIAN – COURT REPORTING

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

DEFINITION

To provide subject matter and support skills in court reporting and transcription; to train student tutors on the mechanics of court reporting; and to facilitate student learning by providing technical assistance to faculty and students.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform dictation of legal transcripts, simulating court and deposition proceedings.

Provide ongoing training of student tutors on the mechanics of timed dictation and correct vocabulary pronunciation for dictation.

Prepare and distribute written and digitally recorded dictation materials for students; provide audio homework and practice materials.

Provide instructional guidance and assistance to individual and small groups of students; reinforce concepts, theories, and practical applications presented by instructors.

Perform timed testing of stenographic machine skills; correct student assignments and quizzes.

Select, train, and direct the work of student workers.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Correct English usage, grammar, vocabulary, spelling, and punctuation.

Legal, medical, and technical terminology.

Modern office procedures, systems, and equipment.

Operation of stenographic machine and associated equipment.

Basic stenographic writing concepts required for proper dictation phrasing.

Methods and techniques used in marking of written materials for accurately timed dictation.

Ability to:

Review and correct student assignments.

Use digital recording equipment to prepare practice materials for students.

Perform a variety of instructional assistance and technical support functions in a court-reporting program.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; read reports and various documents; and explain court-reporting techniques to others.

On a continuous basis, sit for long periods of time; intermittently twist to reach equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide accurate, clear dictation at varying rates of speed.

Learn proper speedbuilding practice and testing protocols and techniques.

Maintain records and prepare reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible court reporting experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in court reporting or a related field.

EEO Category: Technical/Paraprofessional

Date Approved: July 1, 2017