

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

COURT REPORTER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future paraprofessional positions which serve as Court Reporters within the Department of Administration, Division of Hearings and Appeals. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses paraprofessional positions which serve as Court Reporters within the Department of Administration, Division of Hearings and Appeals. Positions produce verbatim transcriptions of legal proceedings, which could be in court, for a deposition, or other business meetings. Positions allocated to this class record subject matter involving terminology used in specialized fields at a rapid rate over sustained periods of time. Work is performed under general supervision.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located in the Department of Administration, Division of Hearings and Appeals.
3. Positions that perform paraprofessional legal office activities, such as leadworkers for Legal Secretaries, provide paraprofessional assistance to legal counsel and/or staff attorneys and office

management as the sole staff person for the majority of time in the local offices of the OSPD faced with handling situations as they arise and making decisions absent any supervisory or office administrator's input or presence, OR synopsise unemployment compensation hearing tapes for a majority of the time and are more appropriately classified as Legal Associate.

4. Positions that perform a wide range of professional level, law-related activities for attorneys for a majority of the time and are more appropriately classified as Paralegal or Paralegal-Confidential.

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Entrance into this classification series is by competition.

II. DEFINITION

COURT REPORTER

Positions perform stenographic verbatim transcription duties of legal proceedings. Responsibilities may be related to attending formal or informal hearings, conferences or meetings to record the proceedings verbatim either manually with a stenographic machine or digital recorder, transcribe notes, and editing and/or assembling transcripts and records; record testimonies and arguments in varied and specialized field requiring an understanding of the technical terminology, abbreviations, methods, and reasoning unique to each; scheduling hearings; transcribing notes, in some cases after a considerable period of time has elapsed, by either typing or dictation; editing documents for typographical and textual errors; draft a variety of standardized legal documents, such as pleadings, briefs, affidavits, stipulations, motions, releases, interrogatories, summonses, and complaints on non-controversial cases; gather and organize information and facts necessary for case investigation, as directed by the attorney; identify, gather, organize, and code documents and files in preparation for hearings or trials; review hearing files, organize exhibits, examiner notes, and relevant documentation to prepare synopsis; prepare the synopsis by stating the administrative law judge's definition of the issue(s) and preliminary remarks relating to jurisdictional matters or stipulations, paraphrasing entire testimony in first-person narrative style, identify witness and party conducting the examination; interpret policies and procedures; and assist with administrative rule revisions, preparation of digests or development of procedural manuals.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Related education, training, and/or licensures may be required upon entrance into this series. Position included in this series have duties and responsibilities of such a nature that it is required (by state law or by position review and analysis) that the incumbent have one of the following:

- Graduation from a court reporting school approved by either the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA);
- Successful completion of the Registered Professional Reporter (RPR) examination administered by the NCRA; or
- Successful completion of the Certified Verbatim Reporter (CVR) examination administered by the NVRA.

IV. ADMINISTRATIVE INFORMATION

The classification was created effective February 2, 2020 and announced in Bulletin DPM-0512-CC/SC to describe positions that perform court reporter and stenographic work at the Department of Administration and better define how work is assigned. This replaces the Stenographer classification that was abolished on the same day.

BAP/HEB
15500