

"EXHIBIT E"

Job Description: Court Reporter I

Grade 17 NE

Job Location:

Major Duties:

Under ~~district~~ direct supervision of a District or Juvenile Court Judge, this is a responsible ~~at-will~~ paraprofessional position. The work involves verbatim reporting and transcribing for court proceedings, hearings and conferences. Employees in this classification have met the qualifications set forth in §1-204(A)(2) and § 1-204(B)(C) and (D) (1)(2) or (3).

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Attends courtroom proceedings and other proceedings to make verbatim official recordings.

Reads back transcripts during trial and courtroom proceedings.

Transcribes the proceedings according to required formats into accurate transcripts for purposes of appeal or by order of the court.

Reviews and certifies the accuracy of printed transcripts and file in a timely manner.

Checks and operates digital recording equipment to record, log court proceedings.

Identifies participants by name to facilitate reporting; reads aloud statements of participants as requested during proceedings.

Prepares, distributes, and preserves transcripts and related reports and documents.

Maintains files and records of notes and exhibits.

Enters case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Performs clerical duties related to the court.

Attends meetings and training as required.

Performs other duties as assigned.

Minimum Qualifications:

Must demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel §1-204(A)(2) and §1-204(B), (C), or (D) ~~(1)-(2) or (3)~~. Those entities approved by the State Court Administrator to conduct these examinations include, the National Court Reporting Association (NCRA), the American Association of Electronic Reporters and Transcribers (AAERT), a state court-reporting certification with requirements equivalent to those of the NCRA, or official documentation from a court reporting school verifying those skills were met upon graduation.

*For those using the method of a multi-track recorder, the requirements include passing both the AAERT Certified Electronic Court Reporter (CER) test as well as the AAERT Certified Electronic Transcriber (CET) test to be classified as a Court Reporter.

Knowledge, Skills and Abilities:

Knowledge of Computer Aided Transcription software.

Knowledge of legal, medical and technical terminology.

Knowledge of a variety of equipment including computer terminals, electronic recording equipment and printers.

Knowledge of secretarial practices and procedures.

Knowledge of office systems, procedures and equipment.

Knowledge of word processing and internet software.

Knowledge of court rules and procedures and legal vocabulary.

Recordkeeping skills.

Skilled in advanced spelling, punctuation, vocabulary and grammar usage.

Skilled in the use of word processing and internet applications.

Skilled in accurate transcription from audio recordings and/or steno notes.

Written and oral communication skills.

Proofreading and editorial skills.

Interpersonal skills to deal effectively with all levels of personnel and the public.

Working Conditions:

Travel may be required.

Sitting behind a computer or other equipment for extended periods of time.

Repetitive motions with wrists, hands, and fingers.

Some late hours possible.

Note: At any point, court reporting personnel may be required to undergo a competency evaluation based on the above criteria upon the request of the judge, the Nebraska Court of Appeals, or the Nebraska Supreme Court. Failure to meet such competency criteria shall constitute cause for action pursuant to the Nebraska Supreme Court Personnel Policies and Procedures.

Job Description: Court Reporter II (~~Real Time~~ Realtime)

Grade 20 NE

Job Location:

Major Duties:

Under direct supervision of a District or Juvenile Court Judge, this is a responsible ~~at-will~~ paraprofessional position. The work involves ~~real-time~~ realtime reporting and transcribing for court proceedings, hearings and conferences. Employees in this classification have met the qualifications set forth in § 1-204(A)(2) and § 1-204(B)(1)(2) ~~or (3)~~ and are certified as a Certified ~~Real-time~~ Realtime Reporter (CRR), through the National Court Reporters Association (NCRA); or the Federal Certified ~~Real-time~~ Realtime Reporter (FCRR).

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides ~~Real-time~~ realtime records for court trials, hearings, or conferences.

Transcribes the proceedings into accurate transcripts for purposes of appeal or by order of the court.

Checks and operates digital recording equipment to record, log court proceedings.

Identifies participants by name to facilitate reporting; reads aloud statements of participants as requested during proceedings.

Prepares, distributes, and preserves transcripts and related reports and documents.

Reviews transcriptions for technical accuracy.

Maintains files and records of notes and exhibits.

Enters case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Performs clerical duties related to the court.

Attends meetings and training as required.

Performs other duties as assigned.

Minimum Qualifications:

Must demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel §1-204(A)(2) and § 1-204(B)(1), ~~and (2)~~ be certified as a Certified Real-time Reporter (CRR), through the National Court Reporters

Association (NCRA) or as a Federal Certified Real-time Reporter (FCRR) or equivalent.

Knowledge, Skills and Abilities:

Knowledge of Computer Aided Transcription software.

Knowledge of legal, medical and technical terminology.

Knowledge of a variety of equipment including computer terminals, electronic recording equipment and printers.

Knowledge of secretarial practices and procedures.

Knowledge of office systems, procedures and equipment.

Knowledge of word processing and internet software.

Knowledge of court rules and procedures and legal vocabulary.

Recordkeeping skills.

Skilled in advanced spelling, punctuation, vocabulary and grammar usage.

Skilled in the use of word processing and internet applications.

Skilled in accurate transcription from audio recordings and/or steno notes.

Written and oral communication skills.

Proofreading and editorial skills.

Interpersonal skills to deal effectively with all levels of personnel and the public.

Working Conditions:

Travel may be required.

Sitting behind a computer or other equipment for extended periods of time.

Repetitive motions with wrists, hands, and fingers.

Some late hours possible.

Note: At any point, court reporting personnel may be required to undergo a competency evaluation based on the above criteria upon the request of the judge, the Nebraska Court of Appeals, or the Nebraska Supreme Court. Failure to meet such competency criteria shall constitute cause for action pursuant to the Nebraska Supreme Court Personnel Policies and Procedures.

Job Title: District Court Courtroom Clerk

Grade 9

Location: _____

Major Duties: Reporting directly to a Juvenile or District Court Judge, this is responsible courtroom work related to capturing and maintaining a verbatim record of court proceedings in felony criminal cases and other matters of increased complexity.

Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Checks and operates digital recording equipment to record, log court proceedings.

Plays back sections of recordings for the judge or jury as requested.

Maintains automated logs of proceedings and actions; correlates such logged information with recorded data; marks and logs exhibits as they are accepted in to the record; makes notations of witness or other participant behavior, and session times etc. to augment the audio record.

Performs duties related to maintaining and storing court recordings.

Supervises signing in of witnesses.

Maintains courtroom supplies.

Enters case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Estimates cost of outsourced transcription services.

May perform other duties as determined by the judge.

Qualifications for the Job:

~~Must meet qualifications of County Court Courtroom Clerk and have at least two years of courtroom clerk experience.~~

Graduation from high school or its equivalent. At least one year of experience serving in a court as court reporting personnel or two years of court experience or experience in a professional office setting. Education above the high school level may be substituted for work experience on a year for year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer. Employees must also demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel § 1-204(F):

~~Must demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel § 1-204(E):~~

- (1) successful completion of training on use and maintenance of digital recording equipment;
- (2) ability to promptly diagnose and correct routine malfunctions;

- (3) proficiency in note taking and logging procedures;
- (4) knowledge of courtroom procedures and legal vocabulary; ~~and~~
- (5) knowledge of the proper admission of exhibits to be included in the bill of exceptions.
- (6) ability to accurately type on a computer while simultaneously monitoring a proceeding.

Note: At any point, court reporting personnel may be required to undergo a competency evaluation based on the above criteria upon the request of the judge, the Nebraska Court of Appeals, or the Nebraska Supreme Court. Failure to meet such competency criteria shall constitute cause for action pursuant to the Nebraska Supreme Court Personnel Policies and Procedures.

Knowledge, Skills and Abilities Required on the Job:

Ability to accurately type on a computer in real time while simultaneously monitoring a proceeding.

Knowledge of functions and maintenance of digital court recording equipment.

Ability to promptly diagnose and correct routine malfunctions.

Proficiency in note taking and logging procedures.

Knowledge of courtroom procedures and legal vocabulary.

Knowledge of the proper admission of exhibits to be included in the bill of exceptions.

Knowledge of transcription outsourcing process.

Working knowledge of JUSTICE and DOCKET.

Ability to understand the need for and to assist in promoting a proper and respectful atmosphere in the ~~court room~~ courtroom setting.

Ability to perform a variety of clerical functions using computers, faxes and copy machines.

Ability to organize and work under pressure.

Ability to get along with a variety of people.

Knowledge of courtroom procedures and legal vocabulary.

Knowledge of the proper admission of exhibits to be included in the bill of exceptions.

Working Conditions:

~~Travel may be required.~~

~~Sitting behind a computer or other equipment for extended periods of time.~~

~~Repetitive motions with wrists, hands, and fingers.~~

~~Some late hours possible.~~

Working Conditions: Prolonged sitting; travel may be required; repetitive motions with wrists, hands, and fingers; exposure to the pressure of courtroom activity; and some early or late hours possible.

Job Title: County Court Courtroom Clerk

Grade 8

Location: _____

Major Duties: This is responsible courtroom work related to capturing and maintaining a verbatim record of court proceedings in a county court and entering case information during and after the proceedings. A person in this position spends on average 70% of work time in the courtroom.

Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Checks and operates electronic recording equipment to record, log court proceedings.

Plays back sections of recordings for the judge or jury as requested.

Maintains automated logs of proceedings and actions; correlates such logged information with recorded data; marks and logs exhibits as they are accepted in to the record; makes notations of witness or other participant behavior, and session times etc. to augment the audio record.

Performs duties related to maintaining and storing court recordings.

Supervises signing in of witnesses.

Maintains courtroom supplies.

Enters case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Estimates cost of transcription services.

May perform other duties as determined by the judge.

Qualifications for the Job:

Graduation from high school or its equivalent. At least two years of court experience or experience in a professional office setting. Education above the high school level may be substituted for work experience on a year for year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer.

Employees must also demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel § 1-204(EF):

(1) successful completion of training on use and maintenance of digital recording equipment;

(2) ability to promptly diagnose and correct routine malfunctions;

(3) proficiency in note taking and logging procedures;

(4) knowledge of courtroom procedures and legal vocabulary; and

(5) knowledge of the proper admission of exhibits to be included in the bill of exceptions.

(6) ability to accurately type on a computer while simultaneously monitoring a proceeding.

Note: At any point, court reporting personnel may be required to undergo a competency evaluation based on the above criteria upon the request of the judge, the Nebraska Court of Appeals, or the Nebraska Supreme Court. Failure to meet such competency criteria shall constitute cause for action pursuant to the Nebraska Supreme Court Personnel Policies and Procedures.

Knowledge, Skills and Abilities Required on the Job:

Ability to accurately type on a computer ~~in real time~~ while simultaneously monitoring a proceeding.

Knowledge of functions and maintenance of digital court recording equipment.

Ability to promptly diagnose and correct routine malfunctions.

Proficiency in note taking and logging procedures.

Knowledge of courtroom procedures and legal vocabulary.

Knowledge of the proper admission of exhibits to be included in the bill of exceptions.

Knowledge of transcription outsourcing process.

Working knowledge of JUSTICE and DOCKET.

Ability to understand the need for and to assist in promoting a proper and respectful atmosphere in the courtroom setting.

Ability to perform a variety of clerical functions using computers, faxes and copy machines.

Ability to organize and work under pressure.

Ability to get along with a variety of people.

Working Conditions: Prolonged sitting; travel may be required; repetitive motions with wrists, hands, and fingers; exposure to the pressure of courtroom activity; and some early or late hours possible.