

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Court Reporter

**JOB CLASSIFICATION** Court Reporter

**DOT TITLE** Court Clerk

**DOT NUMBER** 243.362-010

**DEPARTMENT** Superior Court

**DIVISION** Kent/RJC

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 16

**CONTACT'S NAME & TITLE** Sandy Ogilvie, Supervisor

**CONTACT'S PHONE** 206-205-2588

**ADDRESS OF WORKSITE**

401 4<sup>th</sup> Avenue North  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 3/24/05

**VRC NAME** Jeff Casem

**DATE REVISED** 03/20/12

**WORK HOURS**

8:30 - 4:30 Monday through Friday, with court reporting duties scheduled from 8:30 a.m. to 12:00 p.m. with a 15 minute break, and scheduled from 1:00 p.m. to 4:30 p.m. with a 15 minute break 1 hour lunch break from 12:00 p.m. to 1:00 p.m.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Rare as required by the court.

**JOB DESCRIPTION**

Attends each term of Court as directed by the Judge presiding and accurately takes notes of Court proceedings.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

**JOB SPECIFIC REQUIREMENTS**

A college degree or at least two years of college with graduation from an accredited court reporter course offered through a university or business college with emphasis on English, law, medical terminology, and phonetics are required. Three years experience as a skilled, practical reporter or who upon examination shall be able to report and transcribe accurately 175 words per minute of the judge's charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180). **KNOWLEDGE REQUIRED:** Working knowledge of courtroom proceedings and production of transcripts. Knowledge of all facets of reporting depositions, industrial insurance hearings, etc. Working knowledge of all local rules, court procedures and processes.

**LANGUAGE/COMMUNICATION SKILLS:** Communication skills as applied to interaction with co-workers, judges, the general public, etc. sufficient to exchange or convey information and to receive work direction. Able to communicate effectively orally and in writing. Able to write professionally, and present to internal and/or external customers. Able to communicate with people of diverse backgrounds. Able to follow oral and written instruction.

**REASONING ABILITY:** Able to apply analytical, problem-solving and conflict resolution skills. Skill in determining validity of information received. Able to read and interpret applicable documents specific to position assignment. Able to prioritize work.

**MATHEMATICAL SKILLS:** Able to add, subtract, multiply and divide in all units of measure, using whole, common fractions and decimals.

**TECHNOLOGY EQUIPMENT, SOFTWARE AND TOOLS SKILLS:** Skills in computer software applications including word processing and database management.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** Able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly; to lift, carry, push, pull or otherwise move objects. Sedentary work involving sitting most of the time. Occasional walking and standing. Ability to accurately transcribe a variety of voice modulations. Ability to concentrate on what is being said regardless of physical surroundings.

**CERTIFICATION, LICENSES, REGISTRATIONS OR OTHER QUALIFICATIONS:**

Current RPR (Registered Professional Reporter) certification or equivalent licensing is required.  
Current CRR (Certified Real-time Reporter) certification is desired.  
Current CCP (Certified CART Provider) certification is desired.

**ESSENTIAL FUNCTIONS**

1. Attends court proceedings; reports and maintains verbatim record, by machine, all court proceedings as directed by the court.
2. Provides, when requested, after satisfactory arrangements for payment have been made, a verbatim transcript of the proceedings from the verbatim notes generated during such proceedings.
3. Maintains an up to date index of all notes generated to ensure easy access by the reporter.
4. Files all verbatim notes in the Office of the Clerk of the Superior Court.
5. Upon determination by the court that a need for a reasonable accommodation exists, may provide to litigants, witnesses, spectators, jurors or other participants in court proceedings who the court

may designate, with Communication Access Realtime Translation (CART) services. While providing such services the Reporter will not be performing the duties of maintaining the official verbatim record.

6. Performs other Court Reporter tasks as assigned.

### **OTHER TOOLS & EQUIPMENT USED**

Telephone, fax machine, copy machine, luggage cart, laptop computer, documents, files, pens, pencils, court reporting machine and voice writing equipment.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### **This job is classified as**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted and linoleum surfaces for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while using the copy machine as well as when conversing with the judge, bailiff, attorneys, plaintiffs, defendants, supervisors and co-workers.

### **Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted and linoleum surfaces for distances of up to 300 feet for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while walking within the Regional Justice Center; to and from court room and office.

### **Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while recording court happenings with the court reporting machine and/or voice writing equipment as well as when performing computer duties and performing prep work.

### **Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while looking up at persons on the witness stand as well as looking up at the Judge.

### **Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5-10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while looking at the court reporting machine, reviewing documents and performing prep work.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while looking through a box of notes, obtaining printer paper and reaching to pick up the court reporting machine.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while recording court happenings with the court reporting machine as well as when performing computer duties and performing prep work.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while looking through a box of notes, obtaining printer paper and reaching to pick up the court reporting machine.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on flat carpeted and linoleum surfaces for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while looking through a box of notes, obtaining printer paper and reaching to pick up the court reporting machine.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 5-8 pounds while manipulating the court reporting machine (7-8 pounds), a ream of paper (5.2 pounds), laptop (6-8 pounds) and voice writing equipment (2-5 pounds). The court reporting machine and voice writing equipment is lifted an average of 4 times per shift.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 60 feet for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 5-8 pounds while carrying the court reporting machine (7-8 pounds), a ream of paper (5.2 pounds), laptop (6-8 pounds) and voice writing equipment (2-5 pounds). The court reporting machine and voice writing equipment is carried an average of 4 times per shift.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 10-16 pounds while manipulating 2 reams of paper (10.4 pounds) and a laptop bag with files and documents (10-16 pounds).

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 200 feet for up to 2 minutes at a time with a force of up to 10 pounds for up to 5 minutes total in a work shift while using a luggage cart to transport a laptop bag and supplies. The employee also pushes with 2-10 pounds of pressure when opening and closing doors and drawers.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift while manipulating a luggage cart, ream of paper, laptop, laptop bag, court reporting machine, voice writing equipment and door handles.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while operating the court reporting machine and/or voice writing equipment as well as when using the computer mouse. The court reporting machine keys can be tension adjusted as needed.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while operating the court reporting machine as well as when operating a computer mouse, writing and manipulating documents. The employee performs 30,000-40,000 strokes per day when performing Court Reporter duties. Alternatively, the employee may perform court reporting duties by speaking into a voice mask up to 2 hours at a time for up to 6 hours total in a work shift while utilizing voice translation software to perform court reporting duties.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift while feeling for finger position on the court reporting machine every time the recording stops and starts.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 15 minutes total in a shift while conversing with attorney's, witnesses, co-workers, supervisors, Judges, Court Clerks and bailiffs. Continuously for up to 2 hours at a time for up to 6 hours total while performing court reporting duties utilizing the voice writing equipment and software to perform court reporting duties.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while recording verbatim court proceedings.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while looking at the lips of speaking persons when recording verbatim court proceedings.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while paying attention to one's surroundings as the Court Reporter is exposed to potentially hostile or violent persons in the court room. Altercations can happen in the courtroom; the bailiff is responsible for addressing these situations but the Court Reporter can be in close proximity to these situations.

**ENVIRONMENTAL FACTORS**

Work is performed in a courthouse setting with direct and indirect exposure to the general public.

**The noise level is**

Approximately 50 decibels.  
The noise is caused by phones and paging system.

HCP Initials if Restricted

**Work environment may include the following exposure(s):**

Odors: Rare-Occasionally

HCP Initials if Restricted

**POTENTIAL MODIFICATIONS TO JOB**

- Voice writing equipment, including a laptop, voice mask and translation software to perform court reporting duties.
- Ergonomic pen (Dr. Grip or wishbone style) to reduce pinch grip pressure when writing.
- Move court reporting station either further away from the witness stand or elevate the station to reduce the amount of bending the neck up.
- Workpace software to monitor keystrokes on the laptop and to ensure proper micro-pauses when performing dictation duties.
- Utilize the luggage cart to reduce carrying.

**SIGNATURES**

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of employee

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Signature of employee

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Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
  
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
  
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent effective \_\_\_\_\_
  
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_  Not expected

The limitations are due to the following objective medical findings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider \_\_\_\_\_  
\_\_\_\_\_  
Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_