

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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 4th 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.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

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