

TITLE: Legal Transcriber

SUPC/1-999

DEPARTMENT: Superior Court, Griffin Judicial Circuit

JOB SUMMARY: This position creates drafts and/or final transcripts of Superior Court proceedings by listening to recordings of court proceedings made by a court reporter and transcribing information to a typewritten format for storage in the computer system.

MAJOR DUTIES:

NOTE: All functions may not be performed by all incumbents.

- o Produces transcripts of Superior Court hearings, guilty pleas and trials.
- o Assists in copying and assembling transcripts and exhibits.
- o Answers incoming phone lines: assists callers when able and forwards to appropriate personnel as needed; relays phone messages accurately.
- o Files transcripts and tapes when necessary; maintains updated lists of completed transcripts.
- o Prepares purchase requisitions for office supplies and reviews incoming invoices and packing slips for accuracy; monitors maintenance on office equipment and machines.
- o Performs various clerical and secretarial duties, which may include typing correspondence, making copies, picking up and distributing mail, etc. Attends Superior Court proceedings within the Griffin Judicial Circuit as required and performs administrative support functions for judicial assistants. May perform duties of judicial assistant as required. Obtains approval from the Superior Court Judge prior to incurring overtime.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of policies, procedures and activities of the prescribed court systems, procedures and processes.
- o Knowledge of the principles and practices of the Court System.
- o Knowledge of modern office practices and procedures.
- o Skill in the operation of general office equipment and machines such as typewriter, calculator and copier plus computers and job related software programs.

- o Skill in public and interpersonal relations.
- o Skill in typing, filing and data entry.
- o Ability to use independent judgement in making decisions concerning “Specific Duties and Responsibilities.”
- o Ability to interpret policies and procedures of the department and to seek guidance when and where appropriate.
- o Ability to use clerical and mathematical practices as necessary in the performance of duties.
- o Ability to establish and maintain effective working relationships with co-workers.
- o Ability to assist the general public in a professional and courteous manner.

SUPERVISORY CONTROLS: The Court Reporter or Superior Court Judge assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The necessity to learn and understand relatively complex principles and techniques along with making independent judgments in the absence of supervision contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to produce transcripts of Superior Court proceedings. Success in this position contributes to the successful operation of the Superior Court System.

PERSONAL CONTACTS: Contacts are typically with co-workers, judges, attorneys and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.