



## Job Specification

**Position Title:** COURT RECORDING MONITOR  
**Job Code:** OPSEU - Court Reporter 1, 00482  
**Job ID:** 32909

### **Purpose of Position:**

To act as a Court Recording Monitor by providing an electronic record of court proceedings and producing transcripts as required. To perform pre, post and in-court work associated with the operation of the courts. To provide support to the overall administration of the court.

### **Duties/Responsibilities:**

#### 1. Duties & Responsibilities

In accordance with Ministry policies, procedures and standards:

1. Ensuring the effective operation of all court-recording devices prior to and throughout proceedings. Recording verbatim by electronic means all proceedings for the various levels of court as assigned, and maintaining a log of proceedings. Reading or playing back previously recorded material at the request of the presiding judicial official.
2. Preparing transcripts of court proceedings on request and subsequently certifying the accuracy of transcripts (Note: transcripts prepared on incumbent`s own time and subject to Ministry audit); providing information regarding transcripts orders, e.g. estimating number of pages and the approximate completion date; arranging for delivery of transcripts and payment.
3. Ensuring the safe delivery and storage of logbooks and electronic recordings of court proceedings.
4. Preparing and maintaining the courtroom for proceedings, e.g. posting dockets, providing available court dates, calling court and escorting judiciary when required, opening and closing court, administering oaths.
5. Organizing, maintaining, completing and checking court documents for accuracy and completion, ensuring a paper trail that contributes to completion of cases.
6. Liaising with judiciary, trial coordinator, clients, counsel, agency workers, police, interpreters, staff and all appropriate parties in person and by telephone to ensure the timely and effective use of courts.
7. Completing all administrative duties that contribute to the progress of cases in the court system from beginning to conclusion, e.g. retrieving and filing of court recordings, retrieving files, completing courtroom utilization to capture statistical data and completing post-court dispositions.
8. Providing ongoing assistance, training and technical guidance to others regarding court procedures, transcript production, policies and protocols.
9. Attending training, meetings, courses and conferences as required by manager or designee.
10. Providing recommendations to the manager/supervisor regarding changes to procedures and protocols that would improve service to the courts.
11. Other duties as assigned.

### **Knowledge:**

Job requires knowledge of Ministry policies, procedures, standards and legal terminology to record all proceedings and produce accurate and timely transcripts. Job requires knowledge of courtroom proceedings, decorum and protocol. Job requires knowledge of the Courtroom Procedures Manual and Transcript Manual and relevant sections of federal and provincial legislation defining the recording of the proceedings, the types of proceedings and the production of transcripts. Job requires technical operational knowledge of electronic recording equipment in order to ensure the proper recording of court proceedings. Job requires knowledge of grammar, punctuation, and spelling and the ability to research

case law to properly prepare transcripts. Job requires knowledge of court practices, procedures and directives to ensure the proper operation of the court, to process and prepare court documents and to carry out clerical and administrative functions related to the administration of justice.

**Staffing and Licensing Requirements:**

Job requires typing speed of 50 words per minute.

Valid Ontario Driver`s Licence, where required.

**Skills:**

Job requires typing speed of 50 words per minute. Job requires operating various electronic recording devices, checking microphones for recording levels and ensuring proper operation of all equipment components. Job requires proficient use of transcription devices. Job requires verification of court information from the audio recording for judiciary and administrative staff. Job requires oral communication skills, courtesy, tact, discretion and judgement to provide information/instructions to counsel, police, court staff and the public in response to telephone/counter inquiries regarding court rules and procedures, as well as, information on transcripts or cases. Job requires written communication skills to compose routine correspondence. Job requires organizational skills, accuracy and attention to detail. Job requires judgement to maintain the decorum of the courtroom, respecting the OPS business agenda and the dignity of the justice system. Job requires accurate typing and keyboarding skills to work in a computerized environment. Incumbent requires authorization by the Ministry of the Attorney General for the certification of transcripts; all transcripts are subject to audit.

**Freedom of Action:**

Job requires working in accordance with Ministry policies, procedures and standards. The job requires working under the general supervision of the Manager or Supervisor of Court Operations, however when in court, job requires working at the direction of the judicial official. The job requires the independent production of transcripts within Ministry timelines, policies, standards and procedures. Job requires taking responsibility for the accuracy of court transcripts and for producing certified transcripts. Transcripts are subject to audit. Job requires dealing directly with counsel and public regarding transcript orders and normally does so without the assistance of the manager or supervisor. Job requires referring to supervisor unusual or contentious matters not covered by established procedures, policies and standards.