State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Hearing Reporter	Court Reporter

PROGRAM NAME	UNIT NAME
Division of Workers' Compensation	District Office

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Oakland	400 – 669-1229-302

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under direction of the Chief Hearing Reporter and Presiding Workers' Compensation Judge, the Hearing Reporter provides assistance and support to Workers' Compensation Judges and to the Department of Industrial Relations in adjudication and administrative matters. Takes verbatim accounts of conferences, hearings, trials, and other formal meetings in machine shorthand. Takes and transcribes dictated summaries of hearings. Prepares verbatim transcripts and other legal or administrative documents using computer-aided transcription and word-processing software. Enters statistical data in data management programs. Copies and scans documents using various office equipment. Performs incidental related clerical and stenographic work.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45	Reports dictation from Workers' Compensation Judges to prepare Minutes of Hearing and Summaries of Evidence using stenographic equipment, following Division guidelines. Includes remote reporting sessions via telephone, video conference, or electronic recording utilizing a headset. Transcribes legal documents, the information for which is obtained from the Hearing Reporter's stenographic notes, given a brief summation of the hearing.
30	Prepares, scans, and manages documents and exhibits within the Electronic Adjudication Management System (EAMS) using a copy machine, scanner, and computer in accordance with the Workers' Compensation Judge's direction and per Division protocols. Archives electronic and paper stenographic files per Division guidelines. Effects service of work product utilizing EAMS and following US Mail protocols. Manages information within EAMS and Reporter Database as applicable to Hearing Reporter's interaction in the workers' compensation hearing process.
10	Reports hearings, takes verbatim stenographic notes of workers' compensation proceedings held before the district offices of the Workers' Compensation Appeals Board which includes, but not limited to, reporting of testimony given by lay, expert, and medical witnesses at hearings, during which it is often necessary to read back testimony or other portions of the proceedings from stenographic notes. Includes remote reporting sessions via telephone, video conference, or electronic recording

	utilizing a headset.
10	Reports for other departmental meetings and personnel matters. Transcribes stenographic notes taken in above hearings and meetings and prepares a verbatim transcript when ordered. Transcribes the stenographic notes of other hearing reporters when ordered.

Percentage of Time Spent	Marginal Job Functions
5	Performs other related duties as directed by the Chief Hearing Reporter or Presiding Workers' Compensation Judge, including, but not limited to, assisting with clerical duties such as making copies of documents, scanning and entering documents or data into EAMS, in order to fulfill the operational needs of DIR/DWC. Travels to other district offices or remote locations in order to carry out the above-directed duties.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving to and leaving work at the times agreed upon by your supervisor including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This appraisal process affords you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

Supervised by Presiding Judge and Chief Hearing Reporter.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Incumbent works in an office setting, using computer, stenotype machine, telephone, copy machine, and document scanner.

Special Requirements/Other Information

Incumbent must communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; read and write English at a level required for successful job performance; type at a rate of not less than 50 net words per minute; record verbatim hearings

continuously for several hours; take dictation at the rate of 200 words per minute in machine shorthand writing; dictate accurately and clearly from notes; transcribe notes with skill, speed, and accuracy; complete assignments in a timely and efficient manner; adapt to changing situations and maintain a calm and professional disposition under trying circumstances; education equivalent to completion of the twelfth grade; willingness to travel throughout the State; and adhere to departmental policies and procedures.

Physical Abilities

Reporters must be able to hear the spoken word (with or without aids) in order to discern and capture what is spoken to create a verbatim record of proceedings. They must have good hand-eye coordination to use the stenotype machine and be able to read their stenographic notes from the writer's screen when requested by the judge during trials. They must be able to see the computer screen and keys (with or without glasses or other aids) in order to use the Computer-Aided Transcription software and our statistics software on the computer.

Additional Requirements/Expectations

N/A

Personal Contacts

N/A

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date