



## Legislative Reporter/Stenographer | Job Description

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|-------------------|-----------------------|-------------------------|------------|
| <b>Reports To</b> | Chief Reporter        | <b>Creation Date</b>    | 06/15/2021 |
| <b>Division</b>   | Legislative Reporters | <b>Revision Date(s)</b> | 02/14/2022 |

### POSITION SUMMARY

The Legislative Reporter/Stenographer records and transcribes verbatim testimony of committee meetings, public hearings, and Sessions of the Legislature of the Virgin Islands.

### DUTIES AND RESPONSIBILITIES

- Record and transcribe verbatim testimony of all committee meetings, public hearings, and Sessions of the Legislature of the Virgin Islands
- Use computerized Stenograph machine and Computer-Aided Transcription software to produce written, verbatim records of legislative proceedings
- Read back any portion of legislative proceedings as requested by the chairperson of committees
- File official certified transcript of proceedings with the Legislature's Archive division
- Other duties as directed by the Chief Reporter

### PHYSICAL DEMANDS

Strength, dexterity, coordination, visual acuity, and vision in the use of a stenograph keyboard, and video display terminal. Occasional lifting of objects weighing up to 25 lbs.; such as stenography equipment.

### MINIMUM QUALIFICATIONS

- Ability to write a minimum of 225 words per minute on a computerized Stenograph machine
- Ability to type 75 words per minute on a computer keyboard
- Knowledge of computer hardware, and proficiency in Case Catalyst or other approved Computer-Aided Transcription software
- Ability to conduct research to facilitate transcript production
- Knowledge of legal, medical, scientific, and other technical terminology
- Ability to maintain a high level of concentration and attentiveness during proceedings
- Ability to use virtual/streaming platforms, to include, but not limited to, TEAMS, Skype, and Zoom
- Ability to provide Realtime transcription
- Knowledge of business etiquette, and ability to maintain confidentiality
- Attention to detail, and accuracy in proofreading
- Knowledge of English grammar, spelling, and punctuation skills
- Ability to demonstrate effective time management skills (punctual) to meet deadlines
- Ability to maintain transcript notes, audio recordings, and accompanying documents
- Ability to communicate clearly and effectively with others
- Ability to work independently and collaboratively in a team setting
- Inter-island travel required
- Flexibility in scheduled work hours
- Knowledge of policy and procedures for the Legislature of the V.I.

### EXPERIENCE

Two years of experience in Court Reporting/Stenography field.

### EDUCATION/CERTIFICATION

High school diploma, GED or equivalent; Associate degree or Certification in Court Reporting/Stenography from an accredited institution, approved by the National Court Reporters Association (NCRA)