

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

HEARINGS REPORTER

JOB DESCRIPTION

Employees in this job take verbatim records at live, formal and informal hearings and produce a precise transcript of proceedings from recorded materials.

There are two classifications in this job.

Position Code Title – Hearings Reporter-E

Hearings Reporter 10

This is the intermediate level. The employee, in a developing capacity, performs hearings reporter assignments while gaining knowledge and experience of the agency's operations and proficiency in the job skills.

Hearings Reporter E11

This is the experienced level. The employee performs a full range of hearings reporter assignments. The employee exercises considerable independent judgment in decision-making necessary to carry out the job duties.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Takes verbatim records of proceedings at live formal and informal quasi-judicial hearings, using manual or machine shorthand, stenomask, or other acceptable methods of hearings reporting.

Transcribes recorded proceedings into transcript form using typewriter or word processing equipment.

Proofreads transcripts for accuracy, grammar, spelling, punctuation and format; makes corrections as necessary.

Reads back portions of recorded testimony at the request of the administrative law examiner.

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Interrupts proceeding to request speakers to speak louder or into microphone, or to spell names or terms; seeks clarification on unfamiliar terminology, inaudible statements or difficult to understand speech.

Certifies the accuracy of transcripts of administrative hearings for filing as legal transcripts on appeals to State courts.

Indexes and files transcripts and notes; retrieves and furnishes information to interested parties upon request.

Calculates witness fees and travel expenses for subpoenaed witnesses and types payment vouchers.

Prepares and transmits files and transcripts to court upon petition for judicial review.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of correct English usage, spelling, and punctuation.

Knowledge of hearings and appellate procedures.

Knowledge of the contents and page formats of acceptable transcripts.

Knowledge of medical, legal, and specialized terminology used in hearings and by the agency to which assigned.

Knowledge of general record keeping and filing systems.

Knowledge of the application of instructions and guidelines for the work area.

Skill in typing to produce precise transcripts of hearings proceedings from notes or recorded materials as required.

Skill in the operation of stenotype, typewriters, word processors and other office/hearings reporting equipment.

Ability to understand and follow instructions.

Ability to communicate effectively.

Ability to proofread for correct spelling, punctuation, and grammar.

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Ability to use reference materials.

Ability to perform basic arithmetical computations.

Ability to interpret instructions and guidelines to make decisions.

Working Conditions

The work is performed, at times, under stressful conditions requiring sustained periods of concentration to decipher, record, and transcribe proceedings on complex and highly contested issues.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school and completion of an accredited machine shorthand-reporting program, typically of two years' duration.

Experience

Hearings Reporter 10

No specific type or amount is required.

Hearings Reporter E11

One year of experience equivalent to a Hearings Reporter 10.

Special Requirements, Licenses, and Certifications

Certification by the State of Michigan Court Reporting and Recording Board of Review as a shorthand reporter (CSR).

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

Hearings Reporter

Position Title

Hearings Reporter-E

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Position Code

HEARPTRE

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Pay Schedule

W41-017

NERE-096