

A JOB ANALYSIS
for
THE REGISTERED MERIT REPORTER

Prepared by the
NATIONAL COURT REPORTERS ASSOCIATION

In conjunction with the
PROFESSIONAL EXAMINATION SERVICE

THE REGISTERED MERIT REPORTER (RMR)

A JOB ANALYSIS

This job analysis has been prepared by the National Court Reporters Association Task Force in cooperation with the Professional Examination Service, a nonprofit testing corporation. In January 1989, a panel of seven experts in the court reporting field, along with PES staff, revised the merit-level reporter job analysis from that of April 1985, originally developed in 1978. The resulting document describes the overall professional practice domains and associated tasks as well as the underlying knowledge and skills that are essential for a merit-level reporter.

The Registered Merit Reporter abides by all rules and regulations affecting the court reporting profession and is in compliance with the NCRA code of Professional Ethics at all times.

A merit-level reporter is one who demonstrates the knowledge, skill, and ability to report complex, technical proceedings; produces timely verbatim transcripts using state-of-the-art technology; keeps abreast of all reporter-related terminology and technologies; and has a working knowledge of basic reporter-related management techniques. A verbatim transcript is one which accurately reflects the spoken words and nonverbal communication and action.

It is assumed that a merit-level reporter has mastered the tasks, knowledge, and skills delineated in the RPR job analysis. The elements common to practice at the RPR and RMR levels are not necessarily repeated herein. This document is intended to highlight the additional tasks, knowledge, and skills that differentiate the RPR and RMR levels of practice.

THE REGISTERED MERIT REPORTER JOB DOMAINS

10.00	47%	REPORTING
10.01	35%	Reporting Spoken Words
10.02	4%	Reporting Nonverbal Actions
10.03	4%	Readback
10.04	4%	Record Verification
20.00	41%	TRANSCRIPT PRODUCTION
20.01	10%	Computer-Aided Transcription
20.02	12%	Research
20.03	17%	Proofreading
20.04	2%	Transcript Distribution
30.00	6%	ADMINISTRATION
30.01	6%	Office Procedures
40.00	6%	PROFESSIONAL ISSUES AND CONTINUING EDUCATION
40.01	5%	Professional Responsibilities
40.02	1%	Continuing Education

10.00 REPORTING

10.01 Reporting Spoken Words

Writes spoken words, and punctuation, utilizing a computerized reporting system, and incorporates appropriate ancillary services needed to produce and preserve a verbatim record. As used herein, the term "conflict-free" means a reporting system that is as free of conflicts as possible, the writers recognizing that no system is totally free of conflicts. All references to "reporting systems" in this document mean a conflict-free reporting system.

Ancillary services may include:

- ASCII Disks
- compressed transcripts/concordance
- litigation support
- realtime
- telecommunicating
- video
- CART
- uncertified rough drafts

Knowledge of:

- K-1** Computerized reporting system
- K-2** English grammar, punctuation, sentence structure, spelling, and vocabulary
- K-3** The role of the reporter in proceedings
- K-4** Speaker identification
- K-5** Reporting overlapping speech situations
- K-6** Medical, legal, and other technical terminology
- K-7** Legal procedures
- K-8** The composition and format of a verbatim record

Skills:

- S-1** Reporting at the rate of at least 260 words per minute on a 5-minute actual word-count test of two-voice testimony, with a minimum of 95% accuracy.
- S-2** Reporting at the rate of at least 240 words per minute on a 5-minute actual word-count test of a charge to the jury with a minimum of 95% accuracy.
- S-3** Reporting at the rate of at least 200 words per minute on a 5-minute actual word-count test of literary (straight) matter with a minimum of 95% accuracy.

10.02 Reporting Nonverbal Actions

Reports and/or notes succinct and objective descriptions of nonverbal actions to preserve an accurate record. Examples are:

- Identification of participants
- Swearing or affirmation of witness
- Type of examination (e.g., direct, cross, voir dire)
- Indication of whether proceedings are in the presence or absence of the jury
- Discussions off the record
- Exhibit markings
- Recesses
- Indication of the time
- Demonstrating, indicating, pointing

Knowledge of:

K-1 Computerized reporting system

K-2 Legal procedures, rules of evidence, statutes, etc. Examples are:

- Sequential numbering or lettering systems and techniques for marking various exhibits
- Rules governing the marking, custody and disposition of exhibits, including those not available for public inspection
- The distinction between marking an exhibit for identification and for introduction into evidence
- The oath/affirmation administered in a given jurisdiction
- When in the proceedings the oath/affirmation may be administered
- Eliciting appropriate response to the oath/affirmation
- Those governing stipulations such as waiving of filing, certification and signing and sealing

K-3 The composition of a verbatim record

K-4 When and how to indicate actions in a proceeding

K-5 The role of the reporter in proceedings

10.03 Readback

Reads back distinctly and with composure.

Knowledge of:

- K-1** Computerized reporting system
- K-2** Medical, legal, and other technical terminology
- K-3** Marking notes or log for readback
- K-4** Searching text for readback
- K-5** How and what to read back
- K-6** The time necessary to read a measured amount of notes

10.04 Record Verification

Makes notations for later clarification and verification of spellings, words, terms, quotations, citations, etc. Interrupts the speaker to repeat or clarify in order to obtain an accurate verbatim record.

Knowledge of:

- K-1** English, including grammar, punctuation, sentence structure, spelling, and vocabulary
- K-2** When to interrupt tactfully
- K-3** What requires clarification and verification
- K-4** How and when to flag notes during the proceedings when clarification and verification will be needed.

20.00 TRANSCRIPT PRODUCTION

20.01 Computer-Aided Transcription

Uses computerized equipment to produce a verbatim transcript.

Knowledge of:

- K-1** English, including grammar, punctuation, sentence structure, spelling, and vocabulary
- K-2** Medical, legal, and other technical terminology
- K-3** Computer operations, terminology, and support services
- K-4** Computer equipment and ancillary services
- K-5** Scoping/Editing to accomplish desired changes, such as correcting untranslations and mistranslations
- K-6** The problems and needs of support personnel
- K-7** Transcript formats
- K-8** Reference materials, including equipment manuals and computerized resources

20.02 Research

Verifies elements of the transcript to ensure accuracy.

Knowledge of:

- K-1** The content and location of printed and computerized reference material, such as dictionaries, directories, atlases, newspapers, magazines, books and on-line resources
- K-2** Library reference services and index systems
- K-3** Common, frequently referenced organizations and associations representing various occupations, trades, and professions
- K-4** Legal citation systems
- K-5** Information that may be gathered from judges, lawyers, and fellow reporters

20.03 Proofreading

Detects and corrects mishearings, misspellings, and mistranslations by reading the transcript.

Knowledge of:

K-1 English grammar, punctuation, sentence structure, spelling, and vocabulary

K-2 Medical, legal, and other technical terminology

K-3 Transcript format

Skills:

S-1 Reading for continuity, sense, and detail of the proceedings

S-2 Recognizing suspect portions of the transcript

S-3 Verifying suspect portions of the transcript with notes

S-4 Punctuating correctly a series of words in order to reflect their true meaning

20.04 Transcript Distribution

Determines the distribution and cost allocation of transcripts and other ancillary services

Knowledge of:

- K-1** Time limitations
- K-2** Procedures and policies pertaining to the ordering of transcripts
- K-3** Litigation support
- K-4** The rules, regulations, and statutes pertaining to the filing of transcripts and videotapes
- K-5** Transcript and ancillary service fees
- K-6** The time priority of a given transcript (e.g., regular, expedited, overnight, daily, and same-day delivery)
- K-7** The manner and means of distribution of transcripts, ancillary services and data
- K-8** Legal directories and postal guides

30.00 ADMINISTRATION

30.01 Office Procedures

Manages reporting activities by developing schedules, securing support staff, obtaining equipment and supplies and keeping records to maximize productivity and ensure quality.

Knowledge of:

K-1 Reporting assignment scheduling methods

K-2 Resources for acquiring qualified reporters and support staff

K-3 Equipment acquisition and maintenance

K-4 Supply sources

K-5 Quality assurance methods, such as the use of proofreaders, scopists, etc.

40.00 PROFESSIONAL ISSUES AND CONTINUING EDUCATION

40.01 Professional Responsibilities

Conducts oneself professionally to serve the best interests of the bench, bar, and public and to provide the highest standard of practice by keeping abreast of customs, procedures, and developments in the reporting profession by reading professional journals, supporting professional reporting associations, participating in activities in cooperation with the bench and the bar, assisting and educating reporters new to the profession, etc.

Knowledge of:

- K-1** The confidentiality requirements of specific proceedings, such as grand jury proceedings and sealed records
- K-2** The confidentiality requirements of private discussions, such as with judges, attorneys, and other court personnel
- K-3** Laws, rules, policies, custom, and practice relative to professional conduct and ethics
- K-4** The NCRA Code of Professional Ethics
- K-5** Local, state, and national professional reporting associations
- K-6** Pro bono activities with bar associations
- K-7** Training and internship programs
- K-8** One's own professional strengths and weaknesses
- K-9** The responsibilities of the reporter to the court, counsel, colleagues, and the public, including punctuality, timely delivery of transcripts, courtesy, dependability, impartiality, and timely response to oral and written communications.

40.02 Continuing Education

Maintains reporting knowledge and skill commensurate with the certification at the merit level by participating in continuing education programs and by keeping abreast of new techniques that affect the profession.

Knowledge of:

- K-1** Continuing education programs
- K-2** Developments in the reporting field, such as realtime computer-aided, videotape, tape recording, and voice-to-print technologies
- K-3** One's own professional strengths and weaknesses