

THE CERTIFIED REALTIME REPORTER (CRR)

A JOB ANALYSIS

This job analysis was prepared by the National Court Reporters Association Task Force. In January 2003, a panel of experts in the realtime reporting field revised this job analysis originally produced in November 1992 and modified in December 2000. The resulting document describes the overall professional practice domains and associated tasks as well as the underlying knowledge, skills, and abilities that are essential for a Certified Realtime Reporter in the judicial environment.

The Certified Realtime 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 Certified Realtime Reporter is a Registered Professional Reporter, one who possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation.

The Certified Realtime Reporter

A Job Analysis

An entry-level, realtime reporter is a Registered Professional Reporter who possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation. The following job analysis was initially prepared by NCRA's Realtime Certification task force, and consists of four "Job Domains."

I WRITING REALTIME

Writes spoken words, with punctuation, by means of a conflict-free reporting system to provide instantaneous translation.

Knowledge of:

- K-1 Realtime translation system
- K-2 Role of the realtime reporter in proceedings
- K-3 Speaker identification
- K-4 Composition, style, and format for realtime translation
- K-5 Conflict-free theory
- K-6 Techniques for developing and retaining brief forms
- K-7 Dictionary development and maintenance

Skills:

- S-1 Writing realtime at speeds of 180 words per minute on literary matter for five minutes at 96% accuracy
- S-2 Writing conflict-free theory
- S-3 Writing numbers, roman, cardinal, ordinal
- S-4 Using flag alphabet to spell words letter by letter
- S-5 Time planning and organization

Abilities:

- A-1 Conceptualize translation prior to input (to control output)

II RESEARCH

Utilizing all available resources to prepare for realtime.

Knowledge of:

- K-1 How to locate appropriate research material
- K-2 Extract appropriate information
- K-3 How to enter information into computer dictionary
- K-4 Use information while writing realtime

Abilities:

A-1 Retain and recall information while writing realtime

III

LANGUAGE SKILLS

Detects and corrects mishearings during realtime translation and anticipates and prevents mistranslations.

Knowledge of:

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

K-2 Applicable technical terminology

Skills:

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

S-2 Recognizing and preventing potential errors in translation

S-3 Inserting appropriate punctuation symbols while writing realtime

IV

REALTIME APPLICATIONS

Possesses the knowledge or procedures applicable to the specific realtime environment.

A Realtime Reporting in the Judicial Environment

Knowledge of:

K-1 Available realtime technology

K-2 Available litigation support technology

K-3 Procedures to train judges, attorneys, paralegals, legal staff, etc.

K-4 Computer/realtime system management

K-5 Case management (what, where, and why)

K-6 Indexing/Conversion software programs

K-7 Optical scanning of documents/exhibits, building a litigation database, audio-video synchronization

K-8 Interacting with relevant—court or law firm—computer systems

K-9 Online legal services.

K-10 Case tracking

K-11 Remote scope editing

K-12 File, Web, and off-site storage and backup (archival/retrieval computer systems)

K-13 Coordinating activities with court administrators on CIC matters

K-14 Telecommunications

K-15 Public relations

K-16 Distribution of rough and final transcripts (email, electronic transcripts, Web), ASCII formats, etc.

K-17 Role of CART provider

K-18 Equipment set up

Skills:

S-1 Communicate effectively with judges, attorneys, paralegals, court staff, interpreters, deaf and hard-of-hearing participants, etc.

S-2 Troubleshooting

Abilities:

A-1 To train judges, attorneys, paralegals, court staff

A-2 Troubleshooting