



COURT REPORTER JOB DESCRIPTION

Job Title: Court Reporter	
Dept./Division: Superior Court	Job Class Code: 1075
Pay Grade: 122	PCN: 1075001
FLSA: Non-Exempt	Effective Date: October 2007
Representation Status: Non-Represented	Revision Date: October 2025
Reports To: Superior Court Administrator	

NATURE OF WORK

Under general supervision, performs a variety of court reporting duties on behalf of the Lewis County Superior Court; records various types of court proceedings; prepares court transcripts; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Produces verbatim records of civil, criminal, and/or juvenile court proceedings.
- Maintains compliance with regulations and standards governing court reporting.
- Prepares and researches court transcripts.
- Provides transcripts as requested by litigants, attorneys, judges, and other interested parties.
- Performs record keeping and/or other duties as assigned by the Judge or Court Administrator.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around courtroom facilities; subject to sitting for extended periods of time, bending, reaching, and light lifting of objects up to 10 pounds.

QUALIFICATIONS:

REQUIRED:

Completion of a State accredited court reporting school; AND four (4) year's court reporting experience.

Washington State CCR License and a Notary Public License are required.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Court processes and procedures.
- Principles and practices of court reporting.
- Regulations and standards governing court reporting.
- Equipment and computer software relative to court reporting.

Skills in:

- Coordinating and performing a variety of highly skilled court reporting functions.
- Accurately recording various types of court proceedings
- Preparing and researching court transcripts.
- Establishing and maintaining effective working relationships with court personnel and the general public.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date