

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(CUSTOMER SERVICE & PROVINCIAL OFFENCES ADMINISTRATION DIVISION – PROVINCIAL OFFENCES -**  
**LOCATION - 50 MAIN ST. E.)**

**COURT REPORTER - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to Manager, Provincial Offences acts as a Court Reporter within Provincial Offences Court, including operation of verbatim court-recording equipment in the courtroom. Follows proper courtroom procedure while opening and closing court, arraigning defendants, swearing in witnesses, and endorsing court information. Provides back up to other Court Reporters and assistance to judiciary, general public, police and legal professionals.

**GENERAL DUTIES**

Prepares the necessary information and documents for court opening.

Verifies the accuracy of information before the court and ensures proper documents are attached.

Follows proper courtroom procedure (i.e. calls the Justice of the Peace, opening and adjourning court, arraigns defendants and records pleas, records disposition, verifies entries in calendar, swears in witnesses).

Provides assistance to the Justice of the Peace in the courtroom.

Ensures efficient operation of all recording and transcribing equipment.

Provides transcripts of court proceedings on request in a timely fashion.

Ensures digital recordings and CD's of court record are handled in accordance with retention requirements.

Prepares and files exhibits and cards for storage according to retention schedules.

Completes required information on docket (i.e. names of Judiciary and Prosecutor).

Provides and completes time and statistical reports.

Completes required forms.

Operates electronic/digital monitoring equipment to record court's proceedings, interjects when necessary to clarify.

Performs play backs in court at the direction of the Justice of the Peace.

Maintains a running log of the proceedings within the digital court recording system.

Shows other Court Reporters how to perform job duties.

Provides back-up to other Court Reporters.

Answers public inquiries.

Back up to the trial co-ordinator for court scheduling with Judiciary, Prosecutors and enforcement agencies for court matters.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated knowledge and experience in court reporting normally acquired through a special program in court reporting or equivalent combination of education and work related experience as a court reporter, either with a private reporting service or an Ontario Court.
2. Knowledge of legislation and court processes related to court reporting matters.
3. Good knowledge and understanding of legal and technical terms.
4. Experience in producing certified transcripts in accordance with the Transcription and Procedures Manual.
5. Certificate of Proficiency from the Court Reporters Association of Ontario or equivalent.
6. Must be proficient in Business English with good spelling and grammar.
7. Exceptional attention to accuracy and detail with the ability to multi-task and work in a fast paced, high volume, public and formal environment.
8. Exceptional communication and organizational skills.
9. Ability to assess priorities and to work both independently and in a team environment.
10. Able to deal appropriately with contentious situations and to exercise discretion, judgment, diplomacy and confidentiality.
11. Ability to work with public, police, legal professionals and the Judiciary in an efficient and professional manner.
12. Experience in a computerized environment - knowledge of ICON computer software, Word, Excel and Microsoft Outlook. Ability to input data at a speed of 50 words per minute.
13. Bilingualism would be an asset.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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