



JOB TITLE: TRANSCRIPTIONIST

REPORTS TO: CHIEF EDITOR OR ASSISTANT EDITOR

AGENCY: SUPREME COURT OF JUDICATURE: VERBATIM COURT REPORTING UNIT

PURPOSE: To prepare accurate verbatim transcripts for the courts.

KEY OUTPUTS:

- Properly prepared and accurate transcripts.
- Typed reports of all decisions and summings-up by Judges.
- Typed reports of all court hearings and proceedings and other recorded material.

RANGE OF ACTIVITIES:

- To produce transcripts from audio and video recordings of court proceedings and submit them to the Chief Editor or Assistant Editors.
- Perform any other related duties.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Five (5) subjects at CXC or GCE ordinary level, including a Grade I or II pass in English Language (General) or Pitman's Advanced English or equivalent qualification in English Language from a recognized body.

Ability to take dictation at approximately 150 words per minute and type at the rate of 35 words per minute.

DECISION MAKING, PROBLEM-SOLVING AND IMPACT ON RESULTS:

Problem-solving is necessary. Incorrect or falsified transcripts can seriously affect the course of justice and bring the administration of justice into disrepute.

COMMUNICATIONS: The job holder communicates with judicial officers, and the Head of Department and other staff of the unit.

WORKING CONDITIONS: May be expected to work beyond the call of duty.