



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

HEARINGS REPORTER

G3B2TX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses one level in the Administrative Services and Related Occupational Group and describes work in using a stenographic machine to make verbatim recordings during administrative, quasi-judicial hearings. Work includes transcribing recordings when official transcripts are ordered, often for decisions being taken to court. Although other support tasks are performed, it is the use of the stenographic machine that separates this class series from others.

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CONCEPT OF CLASS

This class describes the fully-operational hearings reporter. In addition to verbatim recordings on a stenographic machine, positions in this class read back requested portions of the recording during a hearing; make official transcripts when ordered and file originals; assign case numbers and mark exhibits; schedule hearings, including contacting the parties to select a date and making travel arrangements; and, print, bind, and distribute pleadings and filings. Positions track cases, transcript orders, exhibits, and deadlines, including answering questions on the status of orders and cases and various deadlines.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. For example, during a hearing, positions can affect the speed and volume of recordings by interrupting speakers to request clarification and/or to ask them to speak more slowly or louder. These choices do

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not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. For example, positions make choices affecting the accuracy of verbatim recordings and transcripts but cannot alter statutory time limits, the hearing process, or operation of the equipment itself. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. For example, positions prioritize tasks and transcript orders; determine the best means to prepare transcripts and methods to track the status of orders, cases, and exhibits; and, choose the proper punctuation, grammar, and spelling, often for technical and legal terms. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. For example, guidelines include statutory time limits and deadlines; hearing steps and procedures; transcript fee schedules and delivery dates; formats for various documents; schemes and systems for the order of filing, marking exhibits, and assigning case numbers; rules on document filings and distribution; and, travel forms and procedures. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. For example, positions must accurately record only what is spoken. Positions in this class must follow or comply with court and statutory rules, such as exhibits must be filed ten days in advance of the hearing or time limit to produce an official transcript. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions explain procedures, deadlines, and schedules; answer questions on the status of cases and transcript orders; and, ask the speaker for clarification or read back requested portions of the recording during a hearing.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

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CLASS SERIES HISTORY

Effective 7/1/00 (KKF). Hearings Reporter Intern (G3B1) abolished as part of the annual elimination of unused classes. Published proposed 4/00.

Effective 9/1/93 (KKF). Job Evaluation System Revision project. Published as proposed 5/10/93.

Revised 12/1/78. Changed entrance requirements on Hearings Reporter (A2124). Deleted special requirements on Certified Hearings Reporter (A2126 - A2128).

Created 1/1/75. Hearings Reporter (A2124) and Certified Hearings Reporters (A2126 - A2128).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Hearings Reporter	Defined	Prescribed	Exchange	Indiv. Contributor