

**CLASSIFICATION TITLE: Legal Transcriber****PURPOSE OF CLASSIFICATION**

Transcribes, from taped recordings, official court proceedings to be filed as the official records of the court. Performs general secretarial duties.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Transcribes civil and criminal proceedings, pleas, revocations, motions, and jury trials from Court Reporter's dictated tapes and notes. Proofreads and checks legal sites for transcript; files transcripts with Clerk of Court; makes copies of transcripts and evidence.

Communicates with attorneys and the general public regarding transcripts and court proceedings.

Creates index cards for cases and notes; maintains files for notes and tapes.

Maintains logs for evidence.

Drafts letters and memos; completes requisitions for supplies.

Estimates cost of requested transcripts; sends out bills for transcripts and services.

**ADDITIONAL FUNCTIONS**

Answers telephone.

Prepares older files to be sent to Archives.

Receives and documents payments.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High School Diploma or GED supplemented by one (1) year previous experience and/or training that includes word processing and transcription; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.\

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*