



Office of Human Resources
Criminal Justice Transcriptionist - CC0254
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General Statement of Duties

Transcribes, types, or word processes a variety of criminal justice reports and records.

Distinguishing Characteristics

This class transcribes, types or word processes a variety of criminal justice reports and records, and is distinguished from the class of Medical Transcriber that transcribes, types, or word processes a variety of medical records and reports.

Level of Supervision Exercised

None

Essential Duties

Transcribes, types, or word processes criminal justice reports such as statements, case files, warrants, surveillance reports, and interrogations.

Checks information or proofreads for accuracy and correctness.

Maintains confidentiality of correspondence, files, records, and/or related information according to prescribed methods and procedures.

Keeps notes regarding names of persons dictating and time of recordings.

Maintains a variety of records, files, and books according to prescribed methods and procedures.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Skill in operating office keyboard equipment.

Skill in proofreading and correcting documents for spelling, content, accuracy and form.

Skill in maintaining files, records, and manuals according to established procedures.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience transcribing a variety of records and reports in a criminal justice setting.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Noise: sufficient noise to cause distraction or possible hearing loss.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: C-614

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: