



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.

### 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.

**Level of Supervision Exercised**

None

**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.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**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:**