

# NCRA SCOPIST JOB DESCRIPTION

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## The Entry-Level Scopist

### A Job Analysis

This job analysis has been prepared by the National Court Reporters Association Scopist Certification Task Force, a subgroup of the Scopist Membership Task Force. In February of 1996, a panel of five experts in the scoping field created the entry-level scopist job analysis. The resulting document represents the job-relevant experience of scopists, scopist educators, and reporters. It describes the overall professional practice domains and associated tasks, as well as the underlying knowledge and skills that are essential for an entry-level scopist.

The **Certified Professional Scopist (CPS)** is one who possesses the knowledge, skill, and ability to be instructive in the production of a verbatim record of proceedings. A verbatim record is one which accurately reflects the spoken word and nonverbal communication and action. (NCRA is not offering this examination at this time.)

### The Certified Scopist Job Domains

(Percentage of weight given to each rubric)

<b>10.00</b>	<b>50%</b>	<b>Transcript Production</b>
10.01	2%	Client Information
10.02	43%	Transcript Editing
10.03	5%	Research
<b>20.00</b>	<b>30%</b>	<b>Technology</b>
20.01	5%	Equipment (Office/CAT)
20.02	17%	CAT Proficiency
20.03	5%	File Transfer
20.04	3%	Troubleshooting
<b>30.00</b>	<b>15%</b>	<b>Business Practices</b>
30.01	2%	Time Management
30.02	5%	Marketing

30.03	3%	Recordkeeping
30.04	5%	Communication Skills
<b>40.00</b>	<b>5%</b>	<b>Professional Issues and Continuing Education</b>
40.01	4%	Professional Responsibilities
40.02	1%	Continuing Education

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## 10.00 Transcript Production

### 10.01 Client Information

Compile, maintain, and update information and files pertaining to each court reporter client.

#### **Knowledge of:**

K-1 Individual user setup, preferences, formats, parentheticals, and include files

K-2 Personal reporter information, samples

### 10.02 Transcript Editing

Uses computerized equipment to convert untranslated machine shorthand into English and edit English text to a near-final draft to be proofread.

#### **Knowledge of:**

K-1 English, including grammar, punctuation, sentence structure, spelling, and vocabulary

K-2 Medical, legal, and technical terminology

K-3 General knowledge of the fundamentals of one or more stenotype theories

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K-4 Word-by-word read-through implementing appropriate globaling of untranslates, mistranslates; flagging problem areas

K-5 Transcript formats, including reporter's preference

**Skills (ability to):**

S-1 Correct translation of steno notes into English

S-2 Make appropriate globaling/dictionary entries

S-3 Read for continuity, sense, and detail of the proceeding

S-4 Recognize and flag suspect portions of transcript

S-5 Use correct grammar, word usage, spelling, and punctuation

**10.03 Research**

Verifies elements of transcript to ensure accuracy.

**Knowledge of:**

K-1 Content and location of reference material, such as exhibits, dictionaries, directories, atlases, newspapers, magazines, books, and case reports in law libraries

K-2 Library reference services and index systems

K-3 Organizations and associations representing various occupations, trades, and professions

K-4 Use and custom of word lists and exhibits

**20.00 Technology**

### 20.01 **Equipment (Office/CAT)**

Scopist uses computer technology to edit rough transcript for court reporter.

#### **Knowledge of:**

K-1 Keyboarding

K-2 Computer hardware

K-3 Computer software

K-4 Archiving methods

K-5 Virus protection

#### **Skills (ability to):**

S-1 Use transcript production software (CAT)

S-2 Use general office equipment

S-3 Create a useable backup

S-4 Type on computer keyboard at 45 wpm

### 20.02 **CAT Proficiency**

Uses scopist CAT (computer-aided transcription) software to produce a near final transcript for court reporter.

#### **Knowledge of:**

K-1 Equipment requirements for selected software

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K-2 Editing functions and commands

K-3 Differences in global commands and how they affect reporter's text and dictionaries

K-4 Compatibility of CAT systems

**Skills (ability to):**

S-1 Use and apply CAT manual instructions, installations, and updates

S-2 Set up clearly defined client directories

**20.03 File Transfer (manual/electronic)**

To scope a new job, the scopist exchanges files with the court reporter in whatever method of file transfer is most convenient for both parties.

**Knowledge of:**

K-1 Electronic file transfer via email

K-2 Electronic file transfer via direct modem

K-3 How to verify successful transfer

K-4 Regular mail methods

K-5 Express mail methods

K-6 Transfer of data via diskette

**Skill (ability to):**

**Skill (ability to):**

S-1 Communicate to reporters the necessary steps to exchange files

**20.04 Troubleshooting**

The scopist identifies problems, determines whether they are hardware or software related, and recommends potential solutions for the scopist and court reporter.

**Knowledge of:**

K-1 Troubleshooting resources

K-2 Hardware

K-3 Software

**Skill (ability to):**

S-1 Communicate the nature of the problem

S-2 Elicit the nature of the problem

**30.00 Business Practices**

**30.01 Time Management**

The scopist prioritizes work in order to meet deadlines.

**Knowledge of:**

K-1 Deadlines

K-2 Job size

K-2 Job size

### 30.02 **Marketing**

The scopist must market his or her services to create a sustained work flow.

#### **Knowledge of:**

K-1 Marketing techniques for business start-up

K-2 Marketing techniques for maintaining business

K-3 Methods of establishing rates and terms

### 30.03 **Record Keeping**

The scopist keeps business records of work in progress, billing and tax information to ensure timely delivery of transcript, receipt of payment, and compliance with governmental tax codes.

#### **Knowledge of:**

K-1 Recordkeeping methods

### 30.04 **Communication Skills**

The scopist speaks and writes accurately and effectively in professional communications.

#### **Knowledge of:**

K-1 Basic grammar, punctuation, vocabulary, and spelling

#### **Skills (ability to):**

S-1 Proofread

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#### 40.00 **Professional Issues and Continuing Education**

##### 40.01 **Professional Responsibilities**

Conducts oneself professionally to serve the best interests of the reporter client and provides the highest standard of practice by keeping abreast of customs, procedures and developments in the reporting profession by reading professional journals, supporting professional reporting associations.

##### **Knowledge of:**

K-1 The confidentiality requirements of the reported proceedings and associated documents

K-2 Laws, rules, policies, custom and practices relative to professional conduct and ethics

K-3 Scopist Code of Ethics

K-4 One's own professional strengths and weaknesses

K-5 The responsibilities of the scopist to the reporter, including punctuality, timely delivery of transcripts, courtesy, dependability, impartiality and timely response to oral and written communications

K-6 Court Reporting terms of art

##### 40.02 **Continuing Education**

Develops editing knowledge and skill by participating in continuing education programs and by keeping abreast of new techniques that affect the profession.

##### **Knowledge of:**

K-1 Continuing education programs

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K-2 Technical developments in the reporting/scoping field, such as computer transcription and computer technology

K-3 One's own professional strengths and weaknesses