

## CAREER DAY

Introduction – We really appreciate the opportunity to speak with you today. If you haven't already, you will soon be making some important decisions about your career goals. We're here to provide you with some information about judicial reporting and captioning so you can have a better understanding of what they are and whether they are careers that interest you. For those of you not familiar with the field of judicial reporting, it involves word-for word reporting of various types of judicial proceedings. Captioners write the TV closed captioning for deaf and hard-of-hearing audiences. CART reporters provide realtime translation in personal settings.

Before we explain the various opportunities in this field, we would like to play a video that explains these career opportunities.

Play video – A Window on the Word - 9:21 min.

### Official – state court

Takes down testimony & proceedings in a courtroom setting

Provides realtime to judge and attorneys

Reads back

Prepares transcripts

Marks, records and maintains exhibits during court proceedings

Performs clerical duties for the judge, such as jury instructions, correspondence and rulings

Advantages: regular hours, salary ranges from \$43,035 to \$63,856, benefits such as paid vacation, health and life insurance, can earn additional \$5,000 to \$25,000 from transcripts

Disadvantages: must work every day, unless you have vacation

### Freelance reporter

Takes down testimony & proceedings in pre-trial depositions, administrative hearings and meetings

Provides realtime to attorneys

Reads back

Prepares transcripts

Marks, records and maintains exhibits

Advantages: flexible hours and can work part time

Disadvantages: may work evenings and weekends, no paid vacation, may not have benefits

CART reporter (Communication access realtime translation) is the instant translation of the spoken word into English text using the Stenotype machine, notebook computer and realtime software. The testimony appears on a computer monitor or other display. This technology is used by people with a hearing loss, learning disabilities and those who are learning English as a second language. CART is provided in personal settings such as classrooms, medical appointments, church meetings, funerals, police interrogations. It is especially helpful to those late-deafened adults who do not know sign language.

Advantages: Pay approx. \$50 per hour, casual setting, satisfying work

Disadvantages: Must become familiar with vocabulary used by professors in various subjects, may require extra research

Captioner must write clean and conflict-free notes and handle difficult vocabulary at fast speeds. To caption news, a reporter must (1) know the news and current events; (2) know the names of world political leaders; (3) know geographical locations. Must write at fast speeds with 99 percent accuracy. Certain portions of TV programming are prescribed. 100 percent of all new TV programs have to be captioned by the year 2006.

Advantages: Paid approximately \$50 per hour, can select own hours and work from home, no transcripts to prepare

Disadvantages: Must write technical vocabulary at a rapid rate of speed with minimal errors, more stressful, more prep time

#### Profile of a successful judicial reporter or captioner

A person with healthy perfectionistic qualities

Who shows attention to detail and punctuality

Ability to concentrate and sit for long periods of time; one who perhaps would rather listen than speak

Ability to function under extreme pressure

Self-motivated, disciplined & goal-oriented

#### Predictors of what students will finish court-reporting schools

High ACT English and social studies scores and school rank

Persistence or drive

Excellent speller & proofreader

Familiarity with special vocabularies used in different professions and trades

Good command of the English language because you are in daily contact with judges, lawyers and experts

Previous work experience

Previous college experience

### Education

Associate's degree from an approved court-reporting school (2-3 yrs.), which includes speed-building, English, legal and medical terminology, business law, court procedures, etc.

AIB College of Business in Des Moines now offers a Bachelor's Degree program in Accounting or Business Administration if you would like to continue your education upon obtaining your Associate's Degree.

State certification at 225 wpm

Continuing education credits

Equipment – Steno machine, computer, realtime software, printer, transcript paper and covers, steno paper (provided by the State for officials)

Demonstration of realtime – 22-key machine. The keys are depressed simultaneously for a word, syllable, or phrase. Since all letters of the alphabet are not found on the keyboard, a combination of letters is used to represent sounds for which there is no letter. In addition to writing the proceedings on a paper tape, there is a computer disk in the machine, which is saving what is written, and also RAM memory.

What you are seeing is realtime translation, which appears on the screen within seconds of it being spoken. An untranslate is a word that isn't in the reporter's dictionary and appears either phonetically or in stenograph strokes. If you shadow a key, the computer may translate a different word than intended.

The judicial reporting and captioning professions can be challenging and demanding, yet are interesting, rewarding and a continual learning experience.

## **SCHOOL PRESENTATION**

- I. Introduction**
- II. Playing of video *Window on the Word***
- III. Profile of successful court reporters**
- IV. Educational requirements**
- V. Duties of official court reporter, salary and benefits**
- VI. Duties of free-lance court reporter, advantages and disadvantages**
- VII. CART reporting (Communication Access or Computer Assisted Realtime Translation)**
- VIII. Captioning reporter**
- IX. Necessary equipment, supplies, reference materials, etc.**
- X. Future of court reporting**
- XI. Demonstration of Realtime**