

Court Reporters, Medical Transcriptionists and Related Occupations

Description

Court reporters record and transcribe verbatim the proceedings of courts, legislative assemblies and committees, and prepare transcripts for use by judges, tribunals and quasi-judicial panels. They are employed by courts of law, provincial and federal legislative assemblies and committees, or they may be self-employed. Medical transcriptionists record, transcribe and edit dictation by physicians and other health care providers, surgical proceedings, health-related reports and other medical documentation. They are employed by hospitals, medical clinics and doctors' offices, or they may be self-employed. Closed captioners and other transcriptionists are included in this unit group.

Duties:

- Court reporters:
 - Record verbatim proceedings of courtroom using electronic stenograph machine or stenomask
 - Respond to requests during court sessions to read back verbatim evidence
 - Transcribe recorded proceedings in accordance with established formats
 - Verify accuracy of transcripts by checking copy against original record of proceedings and accuracy of rulings by checking with judge
 - Research and locate quotes to ensure accuracy
 - Respond to requests for transcripts ordered by judges, lawyers or the public
 - File and store shorthand notes of court session.
- Medical transcriptionists:
 - Transcribe recorded dictation in accordance with established formats or written documentation from medical reports, correspondence, health records and patient information
 - Proofread work for typographical and grammatical errors
 - Edit transcripts for missing or incorrect content and formatting.

Other titles:

- Braille transcriber
- Closed captioner
- Court monitor
- Court stenographer
- Hansard reporter
- Media transcriber
- Medical dictatypist
- Stenotype operator
- Transcriber
- Transcriptionist

(Government of Canada National Occupation Classification)

Skills

Writing	Clerical skills	Technology	Attention to detail	Neutrality
	Able to work independently	Organization	Time management	

Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is required for court reporters.
- Most college/university programs in Ontario require an OSSD or Mature Student Status

Post-secondary diploma/degree

- Completion of a college or other program in court reporting for court reporters
- Completion of a recognized medical transcription program for medical transcriptionists

Certification

- The Chartered Shorthand Reporter (CSR) may be required for court reporters
- The Certified Medical Transcriptionist (CMT) certificate may be required for medical transcribers

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as court reporters, medical transcriptionists, and in related occupations are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): \$35,720	Average Wages and Salaries (POR): \$38,927
Median Wages and Salaries (POW): \$43,239	Average Wages and Salaries (POW): \$45,997

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
5614 Business support services	60	60
6215 Medical and diagnostic laboratories	15	15

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- CSR Association of Ontario: <http://csrao.net/>