

Transcriber – Court Service

Department:	Judicial Greffe (Court Service)
Section:	Information and Knowledge Services
Reports to:	Information and Knowledge Services Manager
JE Ref:	SG1022
Grade: CS07	JE Date: 14/09/2023

Job purpose

The transcriber is responsible for preparing all transcripts used as evidence in Jersey Courts, for transcribing judgments for handing down and for publishing judgments as the authoritative record of the reasons given for Court decisions which are the foundation for Jersey case law. This role plays a vital part in ensuring the accuracy of evidence in Court and in supporting open justice by allowing the publication of the Court's decisions to the Jersey Legal Information Board website www.jerseylaw.je

Job specific outcomes

1. Prepare accurate and legally correct verbatim transcripts of hearings (both civil and criminal) from digital recordings often at pace, in liaison with the Court and parties to meet case deadlines.
2. Outsource transcription work to external suppliers, quality control all their work and manage costs, including payments to suppliers and invoicing to applicants for transcripts depending on their standing and the nature of the transcript.
3. Manage all requests for access to Court recordings and transcripts, while ensuring the Court has approved all access to transcripts or recordings.
4. Prepare, format and distribute complex judgments which are not for publication but for File and Parties only.
5. Redact and anonymize judgments prior to publication where required to protect children, vulnerable adults, victims of crime or the confidentiality of information in accordance with the relevant legislation, Practice Directions and Orders of the Court.
6. Publish judgments from all Courts as Unreported Judgments on the Jersey Law website using the SharePoint or similar content management system and provide the Jersey Law Review (JLR) with feedback collected from the judges to assist with the selection of judgments for publication in the JLR.
7. Supervise, train and advise all staff assisting with preparation of transcripts to guarantee the quality of all transcript evidence used in court proceedings.

8. Collaborate to deliver Transcription Team objectives when planning, organising and prioritising one's own work and the work of outsourced transcribers while being able to work productively without supervision.
9. Communicate effectively and confidently both orally and in writing with all people with an input or direct interest in transcriptions and judgments including judges, advocates, litigants in person, journalists, publishers, transcription outsourcing companies as well as colleagues in the Court Service, the Bailiff's Chambers and Law Officers' Department.

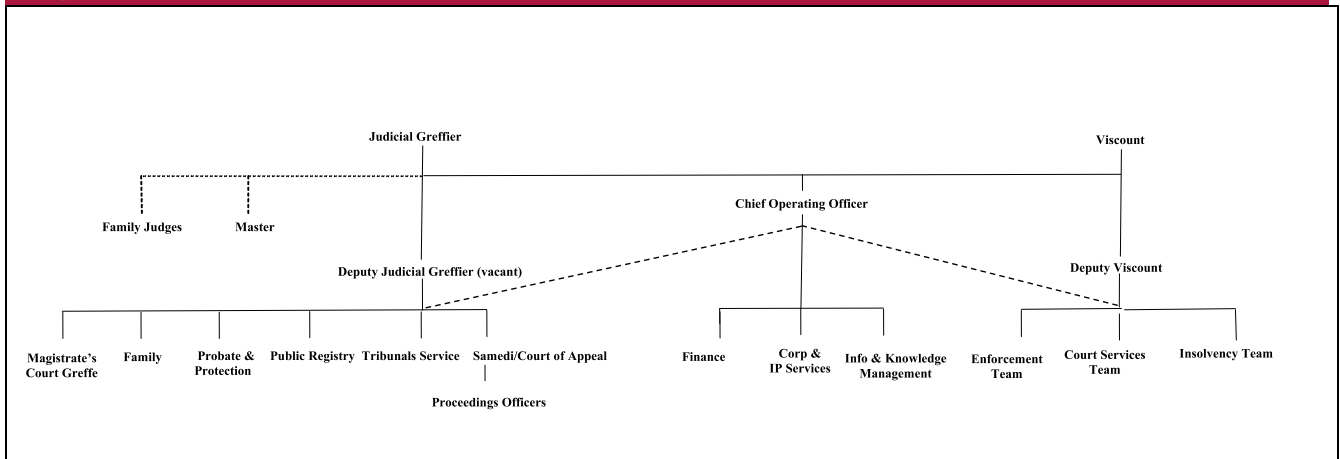
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Court Service Functional Organisation

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>At least A level education or equivalent</p> <p>Qualification in audio typing or equivalent experience.</p>	
Knowledge	<p>Ability to follow the language of hearings and judgments including complex legal terminology and French legal expressions.</p> <p>Ability to discover and understand relevant laws and resolve citations for authorities within judgments.</p> <p>Knowledge of privacy, data protection and Freedom of Information legislation and regulation.</p> <p>Strong knowledge and understanding of anonymization and pseudonymization under the Data Protection (Jersey) Law 2018</p> <p>Understanding of the structure and high-level operation of all the courts</p> <p>Understanding of the essentials of cyber security</p>	<p>Knowledge of legal terminology, procedure and practice.</p> <p>French language skills.</p>
Technical / Work-based Skills	<p>Be self-motivated, with the ability to concentrate and work on own initiative while following established procedures. Excellent audio and copy typing skills coupled with a methodical proofing approach to deliver a high</p>	

	<p>degree of accuracy often to tight deadlines.</p> <p>Confident IT skills using email, word processing and audio software and business systems such as document and case management systems.</p> <p>Proficient in the use of Sharepoint in order to publish unreported judgements in the JLR site.</p> <p>Ability to learn new technology and to train colleagues on new software and processes.</p> <p>Exemplary attention to detail and a high degree of accuracy.</p>	
<p>General Skills/Attributes</p>	<p>Strong interpersonal skills, with excellent oral and written skills, with the ability to communicate on a regular basis with people at all levels including senior professionals and senior members of the judiciary.</p> <p>Ability to exercise own judgement.</p> <p>Ability to appropriately challenge members of the judiciary to raise issues when required.</p> <p>Excellent attention to detail.</p> <p>Strong time management skills working as part of a team.</p> <p>Ability to work independently both quickly and accurately.</p>	

	<p>Organised and self-motivated.</p> <p>Able to communicate effectively with colleagues.</p> <p>Able to deal with routine challenges autonomously, some with a moderate level of complexity.</p> <p>Able to maintain the highest level of confidentiality, discretion and integrity always.</p> <p>Flexible and adaptable to change and the ability to work under pressure to tight deadlines</p>	
<p>Experience</p>	<p>Practical relevant work experience.</p> <p>At least 5 years working with Microsoft Office based systems including intensive use of Microsoft Word at advanced level.</p> <p>Strong audio typing and transcription experience</p> <p>Proven ability to manage a varied and time pressured workload.</p> <p>Proven ability to deliver highly accurate work at pace.</p>	<p>Work in a legal environment</p>

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.