DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting for court reporting.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Control the circulation of X-scribe transcribers and related peripheral equipment, timers, and other supplies and materials required in a laboratory for court reporting to students and instructors by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.

2. Assist students in the proper selection, operation, and care of instructional/vocational materials and equipment; assist students to understand assignments by reinforcing instruction provided by the instructor.

3. Assist in lesson preparation, dictating practice materials, and preparing tests for dictation.

4. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.

5. Operate a variety of equipment, such as X-scribe transcription equipment, computers, and related peripheral equipment.

6. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.

7. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.

8. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.

9. Provide training and work direction to student aides and hourly assistants.

10. Perform related duties as assigned.
DESIRABLE QUALIFICATIONS

Knowledge:
Basic knowledge of machine court reporting program, including machine shorthand theory, depositions, and court transcripts.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
General needs and behavior of students, of various racial, ethnic, and cultural backgrounds.
Instructional methods and techniques.
Operation, maintenance, uses, and characteristics of a wide variety of equipment used for court reporting.
Oral and written communications skills.
Principles and practices of work direction and training.
Record-keeping techniques.
Safety regulations involving field of specialty.
Technical aspects of court reporting.

Skills and Abilities:
Assist students in understanding and applying basic principles of court reporting.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Explain work assignments to students.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Perform minor maintenance and repair of equipment.
Plan and organize work.
Provide orientation to instructors, staff, and students in the operation of equipment.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:
Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to court reporting and satisfactory completion of sufficient specialized training in the court reporting field to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a classroom or lab setting.