

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: The Judiciary

Post: Court Transcriber

Salary: Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (08 051 070)

Effective Date: 10 August 2017

Qualifications: A. A Cambridge Higher School Certificate with passes at “Principal Level” in English and French or passes in at least two subjects including English and French obtained on one Certificate at the General Certificate of Education “Advanced Level”.

B. A Certificate in keyboarding or typewriting at a speed of at least 40 words a minute from a recognised institution.

OR

Equivalent qualifications to A and B acceptable to the Public Service Commission.

C. Candidates should –

- (i) have the ability to use computer-assisted transcriptions;
- (ii) possess excellent word processing skills and be able to use digital recording system;
- (iii) be able to communicate effectively both in writing and orally;
- (iv) have good listening skills; and
- (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grade will also be considered provided they possess the qualification laid down at B and C above.

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CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

10 August 2017

Date.....

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Duties:

1. To be responsible to Senior Registrar/Regional Court Administrator through the Senior Court Transcriber for the performance of the following duties –
 - (i) to listen to digital recording of court proceedings, debates and meetings, both in English and French and undertake transcription and editing thereof;
 - (ii) to quickly obtain information to clarify meaning of technical words, confirm reports and submit completed transcriptions for merging; and
 - (iii) to make any corrections after further editing of the transcriptions.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Court Transcriber in the roles ascribed to him.

Note

Court Transcribers may be required to work at staggered hours, as and when required.



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