

## Hearing Reporter – 2IRHR TRAINING AND EXPERIENCE EVALUATION

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Department of Industrial Relations (DIR) Hearing Reporter examination is being given on a Statewide open basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

**This evaluation is the only phase of the examination** and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the Hearing Reporter. Candidates are responsible for reading all of the material provided prior to completing this evaluation. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely and accurately since incomplete responses and omitted information cannot be considered and/or assumed.

***Resumes, letters of reference, and other materials will not be evaluated or considered*** as responses to items in the Training and Experience Evaluation.

**(NOTE:** Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

*Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

**Your responses are subject to verification before appointment to a position.**

All applicants must submit the following completed forms:

**Standard State Application (STD 678)** (<http://jobs.ca.gov/pdf/std678.pdf>)

**Training and Experience Evaluation, completed Conditions of Employment, the Minimum Qualification Questionnaire, and this signed Affirmation (*This packet*)** by one of the following ways:

**Emailed** (by 11:59pm on the final filing date), **mailed** (postmarked by the final filing date stated on the announcement) or personally **hand delivered** (by 5:00pm on the final file date) to:

**Email:** [Jobs@dir.ca.gov](mailto:Jobs@dir.ca.gov)

**Note:** Must be sent as an e-mail attachment to [Jobs@dir.ca.gov](mailto:Jobs@dir.ca.gov)

- File must be attached as a pdf file, no other format will be allowed
- No outside file hosting service will be allowed

**Mailing Address:**

Department of Industrial Relations  
Human Resources Office  
Attn: Examination Unit  
1515 Clay St., Suite 409  
Oakland, CA 94612

**Submit in Person:**

Department of Industrial Relations  
Human Resource Office  
1515 Clay St., Suite 409  
Oakland, CA 94612

IT IS IMPORTANT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. DIR will **NOT** provide you a copy of your Training and Experience Evaluation.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me (without assistance from others) on this Training and Experience Evaluation and Minimum Qualifications Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand if it is discovered I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**EXAMINATION TITLE:** Hearing Reporter – 2IRHR

**Hearing Reporter  
Minimum Qualification Questionnaire**

To determine if you meet the Minimum Qualifications to participate in the Hearing Reporter Examination process, please answer the following question(s) regarding your qualifications:

**MQ1.** How many months of experience taking and transcribing verbatim accounts of conferences, hearings, proceedings, trials, and other formal meetings in shorthand or machine shorthand writing?

\_\_\_\_\_ **Month(s)**

**MQ2.** Do you possess a State of California License as a Certified Shorthand Reporter?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**MQ3.** Do you possess a Certificate of Proficiency or a Certificate of Merit issued by the National Shorthand Reporter's Association?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**MQ4.** How many months of full time study did you complete at a school specializing in Hearing Reporter training?

\_\_\_\_\_ **Month(s)**

**Hearing Reporter – 2IRHR**  
**TRAINING AND EXPERIENCE EVALUATION**

**INSTRUCTIONS:**

On the following exam, read each statement. In the appropriate column, please indicate the amount of time you have applying or performing this knowledge, skill, ability, or task based on:

**Experience** - State the number of years and months of work experience you have relevant to applying or performing this knowledge, skill, ability, or task, both paid and volunteer.

**Education:** State the number of college level course units you have completed directly related to applying or performing this knowledge, skill, ability, or task.

**Training:** State the number of training hours you have completed directly related to applying or performing this knowledge, skill, ability, or task.

**EXAMPLE:**

**01. Ability to type documents using word processing software at a minimum of 55 words per minute.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

  4   year(s)

  7   month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

 21  semester(s)

  5  quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

 72  hour(s)

If you make a mistake, please completely remove your previous answer and make your corrected response as clear as possible.

Any answers, which are unclear or illegible, will not be scored.

# Training and Experience Evaluation

## Hearing Reporter

### Open Statewide

#### Instructions:

Read each of the **22** statements. In the appropriate column, please indicate the amount of time you have applying or performing this knowledge, skill, ability, or task based on:

**Experience:** State the number of years and months of work experience you have relevant to applying or performing this knowledge, skill, ability, or task, both paid and volunteer.

**Education:** State the number of college level course units (semester or quarter units) you have completed directly related to applying or performing this knowledge, skill, ability, or task.

**Training:** State the number of training hours you have completed directly related to applying or performing this knowledge, skill, ability, or task.

#### 01. Applying knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting.

##### EXPERIENCE

I have **(years, months)** of experience performing this knowledge, skill, ability, or task.

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

##### EDUCATION

I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

##### TRAINING

I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.

\_\_\_\_\_ hour(s)

#### 02. Applying basic computer operating functions and capabilities to effectively carryout daily tasks (e.g. transcribing verbatim accounts of proceedings and hearings).

##### EXPERIENCE

I have **(years, months)** of experience performing this knowledge, skill, ability, or task.

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

##### EDUCATION

I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

##### TRAINING

I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.

\_\_\_\_\_ hour(s)

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**03. Applying knowledge of the English language such as spelling, grammar, and punctuation for effective transcription.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**04. Applying knowledge of legal, medical, and other relevant terminology to successfully transcribe court or hearing proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**05. Applying basic word processing functions to create and edit documents with a personal computer as it relates to reporting and transcribing proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

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**06. Applying knowledge of computer-aided transcription (CAT) system file format and process to convert said file types to word processing software format for editing and distribution purposes.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**07. Identifying multiple speakers using transcription equipment to accurately attribute statements for reporting and transcribing proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**08. Operating the stenographic machine at the speed required to effectively report all proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

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**09. Performing stenography at the minimum speed of 200 words per minute with a minimum accuracy rate of 97.5% to maintain proficiency for hearing reporters.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**10. Reading stenographic notes aloud when requested during a proceeding.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**11. Researching and verifying medical, legal, and technical terminology cited during proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)



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**12. Recognizing and correcting homonym-type words to ensure transcription is accurate.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**13. Completing work product in a timely manner to maintain proper work flow as it relates to reporting and transcribing proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**14. Tactfully interrupting legal proceedings to clarify testimony.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

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**15. Maintaining and balancing priorities to ensure a consistent work flow as it relates to reporting and transcribing proceedings.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**16. Learning new rules, laws, regulations, office procedures, and software programs to carry out daily job duties (e.g. reporting and transcribing proceedings).**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

**17. Listening and transcribing testimony or dictation including that maybe difficult hard to understand.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_ year(s)

\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ semester(s)

\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_ hour(s)

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**18. Working with others to complete assignments or special projects (transcribing previously recorded hearings, editing transcripts for format standards, appearing as back-up reporter for absent staff).**

**EXPERIENCE**

*I have (years, months) of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed (units) of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed (hours) of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**19. Working independently, taking initiative, and following through with projects (e.g. backup for absent staff, researching obscure or unknown terms for transcript accuracy, processing out-going mail etc.) that have been started.**

**EXPERIENCE**

*I have (years, months) of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed (units) of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed (hours) of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**20. Adapting to changes in priorities, assignments, and other interruptions which may impact current work projects (transcribing hearings, appearing as back-up reporter for absent staff, alerting judges to irregular or abnormal behavior that may impede the proceedings).**

**EXPERIENCE**

*I have (years, months) of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed (units) of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed (hours) of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

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**21. Proofreading all documents for spelling, grammatical, and punctuation errors for consistency to ensure that documents have been properly edited.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**22. Accurately reporting proceedings conducted via telephone or video conference.**

**EXPERIENCE**

*I have **(years, months)** of experience performing this knowledge, skill, ability, or task.*

\_\_\_\_\_ year(s)

\_\_\_\_\_ month(s)

**EDUCATION**

*I have completed **(units)** of college level courses directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ semester(s)

\_\_\_\_\_ quarter(s)

**TRAINING**

*I have completed **(hours)** of training directly related to performing this knowledge, skill, ability or task.*

\_\_\_\_\_ hour(s)

**END OF EXAM**

# CONDITIONS OF EMPLOYMENT

Examination Title: **HEARING REPORTER**

OFFICE USE ONLY: ID# \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print First Name, Middle Initial, and Last Name)

If you are successful on this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

Before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are long way from your residence. If your preferences change at a later date, you may simply change your preference by submitting a request in writing to the Department of Industrial Relations.

Select the locations listed on this form for which you are willing to accept employment. Notice that some locations include 2 or more other locations. If you are interested in all of the included locations, select the box for the larger location. You will not be offered a job in locations NOT selected. If you select more than **12** locations, you will be considered available for work anywhere in the State.

☐ STATEWIDE (5) Includes **ALL** locations (If selected, no further selection is necessary)

☐ **BAY AREA**

- ☐ Alameda County (0100) – includes: **Oakland**
- ☐ Contra Costa County (0700) – includes: **Concord**
- ☐ Monterey County (2700) – includes: **Salinas**

- ☐ San Francisco County (3800)
- ☐ San Mateo County (4100) – includes: **Foster City**
- ☐ Santa Clara County (4300) – includes: **San Jose**

☐ **NORTH BAY**

- ☐ Napa County (2800) – includes: **American Canyon**

- ☐ Sonoma County (4900) – includes: **Santa Rosa**

☐ **CENTRAL VALLEY**

- ☐ Fresno County (1000)
- ☐ Kern County (1500) – includes: **Bakersfield**
- ☐ Sacramento County (3400)
- ☐ San Joaquin County (3900) – includes: **Stockton**
- ☐ Stanislaus County (5000) – includes: **Modesto**

☐ **SOUTHERN CALIFORNIA**

- ☐ Imperial County (1300) – includes: **El Centro**
- ☐ Los Angeles County (1900) – includes: **Long Beach, Marina Del Rey, Monrovia, Pomona, Torrance, Van Nuys, and West Covina**
- ☐ Orange County (3000) – includes: **Anaheim, Santa Ana, and La Palma**
- ☐ Riverside County (3300)
- ☐ San Bernardino County (3600)
- ☐ San Diego County (3700)

☐ **NORTHERN CALIFORNIA**

- ☐ Butte County (0400) – includes: **Chico**
- ☐ Humboldt County (1200) – includes: **Eureka**
- ☐ Shasta County (4500) – includes: **Redding**

- ☐ Santa Barbara County (4200)
- ☐ San Luis Obispo County (4000) – includes: **Grover Beach, San Luis Obispo**
- ☐ Ventura County (5600) – includes: **Oxnard, Ventura**

**TYPE OF EMPLOYMENT YOU WILL ACCEPT:**

☐ **D (58) Permanent Full Time**

☐ **R (41) Other than Permanent Full Time such as:**

Permanent – Part time

Limited Terms – Full time

Permanent – Intermittent

Limited Terms – Part time

Limited Terms – Intermittent

☐ **A (11) Both**

If you selected Permanent – Full time and any other types of employment, and you receive an appointment other than Permanent – Full time, your name will continue to be considered for Permanent – Full time positions.