

THE GUARDIAN

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NOW WHAT DO I DO?

BY: MICHELLE L. HALL, RMR

QUOTE OF THE MONTH

"Sometimes you have to do something you hate, in order to achieve something you love."

-Muhammad Ali

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So you've worked hard and finally passed your 225 wpm speed test, or you may still be working on passing your final speeds. So how do you go about finding a job? In this day and age of national agencies or independent reporters working from their homes, how are you supposed to get the training and experience you need right out of school? The demographics for court reporting firms are so diverse from state to state and city to city across the United States.

I have owned a firm for four years and have been a freelance reporter since 1985. All of my reporters are employees. I have recently needed to hire a court reporter to fill in some gaps. I was weighing my options between hiring a new reporter directly out of school or a reporter from the database of resumes that I have accumulated over the years. I thought I would write an article for the students on what I, as a firm owner, look for when interviewing a new reporter for a position with my agency in hope that it would give the students information on what to do when looking for a position.

In our area, the job market is very competitive for students looking for their first jobs out of school. Not many employers are willing to take the time to sufficiently train a new reporter. Also, new court reporters often find themselves competing with more veteran independent reporters.

In the current market, students have to make themselves as marketable as possible. While students are still in school, they should devote as much time as possible on building their dictionaries. This will help them immensely when starting to report, because they won't be spending as much time editing and creating

new dictionary entries. They should be reading magazines and books to build up their vocabulary.

When students find an agency they might like to work for, they should ask if they could intern through school with them. Students might want to consider asking to continue the arrangement without pay after the internship concludes, if they haven't yet finished their schooling, to see if the agency could offer additional training.

Some reporters even got a start acting as the scheduler or scopist for a firm before truly embarking on their court reporting career. That way, if the firm isn't hiring at the present time, students will have a foot in the door and will be ready to start when the firm is hiring. Students also benefit by seeing if this is where they really want to work. Oftentimes when students go out for their internship, they don't truly get a feel for the way a place is run or the personalities of all the people involved. Students can use this opportunity to establish a good working relationship with the owner and shows an eagerness to learn and achieve. All employers are looking for hard-working, dedicated employees, and this is a wonderful way to show those traits.

During this internship/training period, ask the owner for an example transcript to review. This will enable you to see the way the company prepares transcripts, especially how it expects to see punctuation and caption pages. One of the most tedious and time-consuming things to learn in court reporting is how to prepare a caption page in the software. The more time students take learning and navigating their way through the software program now, the less time it will take to do

STUDENTS OF THE MONTH

Alisa Church

Alisa is an online student who continues to show her passion for court reporting. She only puts in her best effort, and we are confident she will make a great reporter.

We are proud of you,
Alisa!

think BIG
believe BIG
act BIG,
and the results
will be BIG.

Jessica Frizzell

Jessica is an onsite student in Theory I. She is an outstanding student. She has perfect attendance and is almost out of her 80s! Her determination is visible. Keep up the hard work, Jessica.

You're going to do
great!

(continued from pg. 1)

so when students are actually on the job. Once students become new reporters, they will be able to prepare and edit transcripts much faster, get the work out the door, and hopefully get more job assignments.

Here are a few rules to follow during an internship or other training period:

Always dress professionally and be punctual when going out with a reporter to a job.

Never ask to leave in the middle of a deposition or hearing, unless there is a break where you can pack up without disruption to the proceedings.

Never interrupt the deposition because you didn't hear a question or response.

Always turn off your cell phone before entering any office or place where you are attending the job.

Be discreet when choosing topics to discuss on breaks with the people in the room:

Never discuss politics or religion! Showing any affiliation to one side over the other can cause a firm to lose a contract.

So what about the interview? When new reporters call about a job posting, they should ask what they need to bring to the interview. I always ask the reporter to bring their steno machine, as I may give them a five-minute NCRA RPR exam, just to make sure that they are truly capable of writing at that speed. Likewise, new reporters should also be prepared to take a grammar and punctuation test, or, in some instances, a commonsense test. Believe it or not, some employers find this test very useful when weeding through applicants. Be prepared to be at the interview for at least an hour. In my case, I like to meet personally with the applicant to see how they present themselves, as well as talk about their past work experience. This is when I can ascertain how dedicated they will be to the profession and inform them how much time will be expected of them, especially during the training period. I have found that many students truly aren't aware of how much time and effort is involved in this profession. It is not a 9□to□5 job. There will often be times where you may need to cancel your plans because someone has asked for a job expedited or overnight.

There is a huge difference between being an employee and an independent contractor. New reporters need to find out what is expected from each prospective employer. Some agencies supply software edit keys to the employees, but most likely the reporters will be expected to provide their own equipment. New reporters need to ask questions about whether the firm or the reporter will produce and deliver the transcripts and whether they will be expected to be in the office all day or will be working from home.

Ask about healthcare benefits; part-time employees usually are not provided benefits, but it never hurts to ask. The more questions interviewees ask, the better off they will be. As an employer, we cannot think of all the topics that need to be covered.

Once reporters are hired for their first job, they should ask for the company's employee handbook and examples of transcripts. When reporters are assigned jobs they haven't been on before, ask questions about the proceedings and what will be expected. In the current world of referral agencies, reporters may be asked to cover an assignment that was referred from an outside agency. Be sure to get all of the paperwork that needs to be filed out. There are often restrictions on reporters of what they can and

cannot do, such as whether they can give a business card or contact the client directly. There is no quicker way to lose business from a referring agency than to violate one of those rules. It is imperative that reporters read all of the paperwork that accompanies that job assignment.

There are many ways that student court reporters and recent graduates can prepare themselves for their first jobs, and I have just touched on a few. However, I hope that it will give some insight into what firm owners will look for in the process.

Word Tripper By: Barbara McNichol

While, wile – As a noun, “while” means an interval of time marked by an action or a condition; as a conjunction, it means “during” or “through” a period of time; as a verb, “to while” is often followed by away. It means to cause time to pass pleasantly as in this sentence: “He whiled away the hours relaxing at the beach.”

Similarly, “wile” can also be used to wile away in a leisurely way. As a noun, “wile” is a trick intended to ensnare, deceive, or manipulate. It’s a beguiling or playful behavior or a skill in outwitting another. As a verb, it means to lure by means of a magic spell.



“Nero is reputed to have *wiled (whiled)* away the hours fiddling his lyre *while* Rome was consumed in flames.”

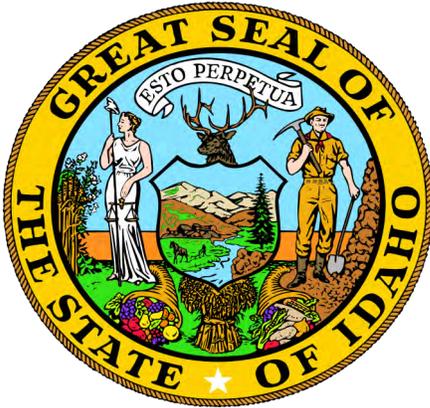
– Dr. Ron Minson

MARCH EVALUATIONS PASSED

These students have all passed one or more SAP evaluations during the month of March.

<p><u>14 SAPs</u> Samantha Schieck</p> <p><u>11 SAPs</u> Erin Claybrook</p> <p><u>8 SAP</u> Martha Obstalecki</p> <p><u>7 SAP</u> Joelle Maxfield</p> <p><u>6 SAP</u> Katie Jaraczewski</p> <p>Heidi Masters Holly Harris Kimberly Murphy Maria Raichle</p> <p><u>5 SAP</u> Christil McAllister Kathleen Steadman Robin Willey Sindee Baum</p> <p><u>4 SAP</u> Brandi Smith Christine Obermeyer Denise Chase Kurdzziel John Boutsis Justina Foster</p>	<p>Kayde Rieken Kimberly Wilkerson Kirstine Mowery Monica Robinson Shery Skeen Tracie Blocker Veronica Stewart</p> <p><u>3 SAP</u> Allison Allen Amy Krueger Amy Strickler Angela Viray Ashley Wilson Carol Casstevens Claire Baldi Danielle Griffin Cadena Haley Both Holly McKay James McAllister Jessica Wills Jodi McCall Josey Loney Kathleen Stempeck Leon Bucsit Lisa Major Michelle Dziubla</p>	<p>Sherrona Williams Summer Vaughan Tanya Farriols Valerie Melkus Victoria Huntley</p> <p><u>2 SAP</u> Alisa Church Ashley Kramer Brett Schatzle Christine Angel Holly Reese Jessica Vanatta Katelyn Berch Kelly Custard Kelly Garland Kelsey Palmer Kirstie Anderson Melanie Segalla Melissa Claborn Nadine Golden Rob Leifer Shari Conrad Stephanie McGinnis Taifa Stephenson Timothea Brewer</p> <p><u>1 SAP</u> Amy Powers</p>	<p>Andrea Whyte Camille Montgomery Cassidy Johnson Claudia Meyers Daniella Savidge Elise Townes Erica Zielinski Erin Gaffney Jamie Dorgan Jessica Rhykhus Joan Yeatts Juliane Petersen Keely Nelsen Kelsey Michael Kimberly Prebstle Kolby Garrison Kristen Stegeman Kristin Gertz Kristine Edland Lisa Jay Lucetta Robertson Megan Reeves Priscilla Romans Berarducci Rachel Groves Sarah Hamilton</p>	<p>Shelley Duhon Shivone Latortue Suleika Olivo Susanne Gorman Suzanne Molloy Tami Taylor Abby Crouse</p> <div style="text-align: center;"> <p>Keep up the great work!</p> </div> <div style="text-align: center;"> </div>
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JOB OPENINGS



Job Location: Idaho Supreme Court

Salary: Salary Range:

\$21.56 - \$24.08 per hour (DOE & Certification) -Plus Competitive Benefits!

General Position Summary:

Provides verbatim reporting and transcribing of court proceedings, hearings and conferences.

Education and Experience:

Must have a high school diploma or equivalent

Graduation from an accredited school of reporting or associate degree in reporting and six months experience verbatim shorthand reporting and transcribing

Certification by the Idaho Certified Shorthand Reporters Board as a Certified Shorthand Reporter, or C.S.R.

Strong preference may be given to court reporters who are real-time capable or certified, are Registered Professional Reporters, and/or hold national certification

Licensing:

Pursuant to the Certified Shorthand Reporters Act, Idaho Code Section 54-3101, et seq., a district court reporter must be a certified shorthand reporter as defined in the act.

If you are not certified in Idaho, you must contact the Idaho Bureau of Occupational Licensing at www.ibol.idaho.gov to apply for temporary certification. You are also required to apply to test for regular certification under Section 54-3101, Idaho Code, within thirty days of appointment.

Court Reporters are not allowed to report court proceedings until they are certified in Idaho or have been issued a temporary license.

Knowledge, Skills and Abilities:

Knowledge of English grammar, punctuation and spelling

Knowledge of legal terminology and procedures, citation formats, and requirements of the Idaho Court rules

Skill in organization to permit the production of transcripts within strict time limitations

Skill in working well under pressure

Ability to operate a personal computer with standard applications in a Windows environment

Ability to operate equipment in an office setting

Ability to conduct oneself in a professional manner and promote harmonious working relationships with others including the general public

Ability to understand and follow verbal and written directions

Ability to communicate effectively verbally and in writing

Ability to maintain confidentiality, professional appearance, and demeanor at all times

Ability to be tactful and courteous when dealing with the public, some of whom may be irate or under stress

Ability to travel as required

Major Duties and Responsibilities:

(The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

Reports verbatim proceedings of District Court—whether trials, hearings, proceedings, or conferences—by shorthand, stenotype, or other methods

Transcribes proceedings into accurate transcripts for purposes of appeal or by order of the court

Identifies participants by name to facilitate reporting and reads aloud statements of participants as requested during proceedings

Prepares and distributes transcripts and related documents

Reviews transcripts for technical accuracy

Reviews documents for compliance to standards set by Idaho Court rules

Provides court reporter coverage for other judges

Serves on committees as needed and attends meetings and training as required

Performs other duties as assigned

GRADUATE IN THE NEWS

Kelly Olhausen, a CCR graduate, was featured in an Arizona newspaper last month. The article is about how standing up at work can greatly improve your health. Kelly talks about her standing desk, why she needed it, and how it has improved her life.

We spend a lot of money every year trying to figure out how to get healthier. But the answer could be very simple, even when you're on the job. Just stand up.

If sitting is the new smoking, more and more people are looking for ways to stand up.

"My job requires me, not only to sit down at my job all day, but it also requires me to sit down for more hours at night transcribing my transcripts," said Kelly Olhausen.



Olhausen is a freelance court reporter. She bought a standing desk last year and now spends more of the day on her feet. "You actually find that you actually work harder and you get more work done than if you're sitting down all day."

That's one of the reasons why standing desks continue to grow in popularity in offices across the country. It's hard to argue with the health benefits.

"You just stand up and you burn an extra 20-50 calories all the time and just by standing up throughout the day, for a week, it's the equivalent of running a 10K," said Jason McCann, CEO of VARIDESK.

Trainers agree, because whether or not you can make it to the gym every day, the simple act of standing can make all the difference.

"Chances are if you're standing you're gonna be more apt to do something and move around than if you're sitting, you're probably going to stay there," said Seth Thurston, Owner & Master Trainer of Thurston Fitness.

Kelly Olhausen may be living proof, because after a few months with her standing desk, she now has more energy and less back pain. "It's good for your health," said Olhausen.

If you don't have a standing desk at work, here are three ways to get similar health benefits, courtesy of Thurston Fitness:

1. Sit on an exercise ball instead of a chair to help strengthen core and correct posture.
2. Standing calf raises increase circulation.
3. Lunges are a great way to burn fat and improve circulation in your legs.

COLLEGE OF COURT REPORTING

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“Work for yourself...Work for the world!”

WE'RE ON THE WEB!

WWW.CCR.EDU



Birthdays are in bold print! Happy birthday, CCR students and faculty!

ANY SUGGESTIONS?



Your CCR newsletter is always changing. Contact Jen at jen.lewis@ccr.edu with any ideas that you may have for the next one. It is much appreciated!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 RPR Skills Maria Ciccarelli Season Young
3	4 140-160 - Multivoice Jessica Callahan	5 <i>Cinco De Mayo</i> 	6 Jennifer Berman <i>National Teacher's Day</i> 	7	8	9
10 <i>Mother's Day</i> Tami Taylor	11 180-200 - Multivoice	12 Jessica Frizzell Madeleine Lauer	13 Corree Brooks	14 Faculty Meeting	15	16 Amy Powers
17	18 I-Class Finals (D&E)	19 I-Class Finals (D)	20 Taylor Nageotte	21 I-Class Finals (D&E) Erin Gaffney Jenna Gaito	22 I-Class Finals (D)	23 Lisa Jay Melanie Segalla
24 Kathleen Stempeck	25 Jamielyn Bleicher No Classes <i>Memorial Day</i> 	26 Last day of Speedbuilding Classes (D&E)	27 SAPs Close - 11:59 P.M.	28 Kimberly Wilkerson	29 Coursesites/ Communicate Close - 11:59 P.M.	30 Margie Wakeman Wells