

## **Court Reporters, Medical Transcriptionists, and Related Occupations**

Professionals in this category transcribe, record, and document spoken information accurately for legal, medical, and other professional purposes. They ensure that official records are precise, complete, and accessible for future reference. Their work is essential for maintaining accurate documentation in courts, hospitals, and organizations.

### **Duties and Responsibilities (Points):**

- Transcribe spoken words into written or electronic format
- Prepare official transcripts of court proceedings, medical reports, or meetings
- Review and edit transcripts for accuracy, grammar, and clarity
- Maintain confidentiality of sensitive legal or medical information
- Operate transcription equipment, stenography machines, or specialized software
- Format and organize transcripts according to legal or organizational standards
- Coordinate with lawyers, judges, medical professionals, or clients
- Ensure timely delivery of transcripts and records
- Keep records and backup copies for reference and compliance
- Stay updated on terminology, procedures, and transcription technologies