

Position Classification Flysheet for Closed Microphone Reporting Series, GS-0319

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SERIES DEFINITION

This series includes all classes of positions the principal duties of which are to supervise or perform the work involved in the recording and transcription of material spoken at conferences, hearings, or similar proceedings when the recording duties require the ability to operate closed microphone or similar mechanical equipment to reproduce the spoken material on a disk, cylinder, or similar device.

COVERAGE AND EXCLUSIONS

Positions which involve the operation of sound recording equipment in connection with motion picture, radio, or television production work are excluded. Positions of this kind are classified in the [Audio-Visual Production Series, GS-1071](#).

TITLES

The title *Closed Microphone Reporter* is appropriate for nonsupervisory positions at all levels in this series.

The word "*Supervisory*" is prefixed to the above titled for positions which meet the criteria of The [General Schedule Supervisory Guide](#) for evaluation as supervisors.

EXPLANATORY STATEMENT

Closed microphone reporting work involves the use of a closed microphone to make verbatim recordings of material spoken at conferences or similar proceedings and the transcription of the material recorded in this manner. The principal difference between closed microphone and shorthand reporting work is in the different techniques used to record the spoken word. The shorthand reporter uses manually or machine written symbols, requiring a high degree of skill and knowledge in their use. The closed microphone reporter uses the closed microphone device which requires the ability to repeat spoken material simultaneously with and at the rate equal to that used by the speaker. This element constitutes a specialized qualification requirement and a basis for series differentiation. The performance of closed microphone reporting working also involves vocabulary knowledges, ability to maintain sustained concentration, responsibility for the accuracy of the final transcript, and other knowledges, abilities, and responsibilities which are sufficiently equivalent in all significant respects to those required in shorthand reporting work that variations in the difficulty of closed microphone reporting work are measurable in terms of the same classification factors as those which provide the bases for grade-level differentiation in shorthand reporter positions. As the kind and value of the classification factors

involved are sufficiently equivalent in these two kinds of work, closed microphone reporter positions are classified by reference to the [Typing and Stenography Grade-Evaluation Guide](#).