

The Role of Stenographer & Computer Operator

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Stenographer

- Stenography means short hand
- Stenographer is a person whose job is to write down what somebody else says, using a quick system of signs or abbreviations.

Computer Operator

- Computer is an electronic machine that can store, organize and find information, do calculations and control other machines
- Computer operator is a person who operates computer

Objectives

- To sensitize stenographers and computer operators regarding their role in the administration of justice
- To enhance their skills in the relevant area of their job description

Job Description of Stenographer

- Dictation of judgments
- In camp carries clerical duties

Job Description of KPO/Computer Operator

- Judgment writing
- Automated Cause list
- Periodical statements
- Other Computer related jobs

Skills to be possessed by Stenographers & Computer operators

- An efficient steno & computer operator must possessed skills in;
 1. Shorthand
 2. Dictation of orders & judgments
 3. Preparation of Computerized statistical data according to the instructions issued by the High court from time to time
 4. Preparation of automated cause list
 5. Preparation of monthly statements
 6. Preparation of inspection notes
 7. Expert use of the computer & data protection
 8. Maintenance of the computer system
 9. Command over the key pouching
 10. Collection and Computerizing of the court data