

**RECOMMENDED  
STRUCTURE FOR THE COURT REPORTING  
SERVICES UNIT**

**Manager, Court Reporting Services (Existing)**

- Secretary
- Clerical Assistant
- Courier

**CAT Reporting Section Approval already exists for a Permanent Establishment of 36 Reporters (7 Reporter employed on Contract)**

- 5 Court Sopists

**Hall of Justice, Port of Spain**

- 1 Head of Court Transcription
- 3 Transcriptionists
- 5 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- Clerical Assistant

**CAT Section**

- 3 Court Rapid Text Entry Specialists

**St. George West Magistrates' Court**

- 1 Head of Court Transcription
- 15 Court Transcriptionists
- 2 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 5 Court Rapid Text Entry Specialists

**Arima**

- 1 Head of Court Transcription
- 6 Court Transcriptionists
- 2 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 2 Court Rapid Text Entry Specialists

**Rio Claro/ Mayaro**

- 1 Head of Transcription
- 2 Court Transcriptionists
- Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 2 Court Rapid Text Entry Specialists

**Chaguanas**

- 1 Head of Court Transcription
- 5 Court Transcriptionists
- 2 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**San Fernando (High Court and Magistrates' Court)**

- 1 Head of Court Transcription
- 8 Court Transcriptionists
- 4 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 2 Court Rapid Text Entry Specialists

**Tobago**

- 1 Head of Transcription
- 4 Court Transcriptionists
- 1 Court Proofreader
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Family Court**

- 1 Head of Transcription
- 3 Court Transcriptionists
- 3 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 2 Court Rapid Text Entry Specialists

**Sangre Grande**

- 1 Head of Court Transcription
- 2 Court Transcriptionists
- 1 Court Proofreader
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Tunapuna**

- 1 Head of Court Transcription
- 4 Court Transcriptionists
- 1 Court Proofreader
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Siparia**

- 1 Head of Court Transcription
- 4 Court Transcriptionists
- 2 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Couva**

- 1 Head of Court Transcription
- 2 Court Transcriptionists
- 2 Court Proofreaders
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Princes Town**

- 1 Head of Court Transcription
- 3 Court Transcriptionists
- 1 Court Proofreader
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists

**Point Fortin**

- 1 Head of Court Transcription
- 3 Court Transcriptionists
- 1 Court Proofreader
- 1 Court Audio Records Officer
- 1 Court Audio Records Assistant
- 1 Clerical Assistant

**CAT Section**

- 1 Court Rapid Text Entry Specialists