

Job Analysis: Certified Legal Video Specialist



The Certified Legal Video Specialist (CLVS) program sets and enforces standards for competency in the capture, utilization, and retention of legal video and promotes awareness of these standards within the legal marketplace. Legal videographers partner with court reporters to ensure the integrity of both the video of legal proceedings and the official transcript.

Purpose of the CLVS Job Analysis

This document describes the overall professional practice domains and associated tasks essential for a CLVS. The percentages next to each domain and task equate to the approximate number of questions on the test in that specific area.

Requirements of the CLVS Credential

In order to obtain the CLVS credential, candidates take a one day in-person seminar, pass one production examination, and one written knowledge test. The written test is 115 multiple-choice questions. The written must be passed by 70%. These steps cannot typically be taken on consecutive days, unless an experience track application is approved. The seminar needs to be completed before taking either of the production exam or WKT. The written knowledge test

will stay on your record for three years. If you have not

taken your production test within three years of the WKT, you must retake the exam.

During the production exam, you'll run the show at a staged deposition and be graded on your ability to follow video deposition guidelines and produce a usable, high-quality video of the deposition.

To maintain the CLVS credential, one must obtain 1.0 Continuing Education Units (CEUs) every three (3) years.

Benefits of Certification

NCRA takes seriously the need to develop and administer objective and valid exams. Working with Pearson VUE, a premier national testing authority, NCRA has established a test development and

administration process that ensures that those who pass an NCRA certification are truly qualified to provide legal videography services based on that established standard.

In an increasingly competitive marketplace, it's harder than ever to impress your clients and employers. In this environment, there are only so many ways for you to differentiate yourself.

Now more than ever, it's critical that all legal videographers take the next step. It's time for you to add the CLVS certification to your list of career accomplishments.

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Domains and Tasks of the Certified Legal Video Specialist (CLVS) Exam

Domain 01

Pre-Production (19%)

- Use information relevant to equipment maintenance (5%)
- Prepare event logs, deposition scripts and job information sheets (7%)
- Obtain detailed information about the deposition (7%)

Domain 02

Production (39%)

- Evaluate and prepare an environment for a deposition (7%)
- Setup and troubleshooting of deposition equipment (7%)
- Relay procedures to parties involved in a deposition (4%)
- Properly execute industry standards in the video (7%)
- Manage media at the deposition site (7%)
- Document or site information such as event logs (7%)

Domain 03

Post Production (28%)

- Analyze and utilize proper media formats and codecs (6%)
- Prepare and distribute media through the proper chain of custody (7%)
- Synchronize video to transcripts (4%)
- Store, document, and retain media (7%)
- Edit video (4%)

Domain 04

Professional Practices (14%)

- Properly use legal terms and definitions (7%)
- Properly use federal rules, state rules, an CLVS Code of Ethics (7%)

References

All references are the most recent editions, unless otherwise noted.

Business

Dictionary of Business Terms (Barron's)
 Dictionary of Insurance Terms (Barron's)
 Robert's Rules of Order

Computer

Ask Mr. Modem! (2nd ed)
 Dictionary of Computer and Internet Terms (Barron)
 Sherman's Guide to Web Sites
 Windows Help

General

Bartlett's Familiar Quotations Dictionary (Merriam-Webster's)
 NCRA (Journal of Court Reporting, web site, Policies and Procedures Manual, other)

Grammar

Glossaries for Court Reporters
 Grammar for Court Reporters
 Gregg Reference Manual
 Morson's English Guide for Court Reporters
 Proofreading Manual [A Guide for

Court Reporters, Scopists, and Proofreaders]

Legal

ADA Information
 Black's Law Dictionary (8th)
 The Bluebook: A Uniform System of Citations
 Federal & State Rules of Civil and Appellate Procedures
 Federal Register
 IRS Publication
 Special Interest Groups (e.g. AAJ, ABA)

Medical

Health Professional's Drug Guide
 Stedman's Medical Dictionary (28th ed)

Technology

Alternative Realtime Careers
 An Introduction to Court Reporter Technology
 CART in the Courtroom: NCRA Model Guidelines
 CAT Software Manuals
 The Complete Court Reporter's Handbook and Guide for Realtime Writers
 The Court Reporter's and CART Services Handbook
 Closed Captioning Handbook
 Dictionary of Scientific and Technical Terms (McGraw-Hill)
 Inside Captioning
 Realtime Systems Administrator Pocket Guide (NCRA)
 Realtime Writing
 Writing Naked