

SUPERVISING COURT REPORTER

DEFINITION

Under direction, provides full supervision for court reporting services and records and transcribes verbatim stenographic accounts of official court proceedings. Performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This supervisory classification has full supervisory authority for a staff of Court Reporters and the preponderant duties involving supervisory work. Incumbents may perform a variety of administrative duties as well as duties associated with being an Official Court Reporter.

TYPICAL TASKS

- plans, assigns, schedules, supervises, reviews and evaluates the work of the court reporters;
- ensures adequate coverage for all courtroom proceedings;
- participates in the selection, development and evaluation of court reporters;
- recommends and administers discipline to staff as required;
- develops procedures and work standards for court reporters;
- assists in the development and implementation of goals, objectives and procedures for the department;
- applies departmental policy to resolve conflicts with customers;
- assist in preparing statistical and narrative reports related to the activity and work of the unit;
- record verbatim testimony and court proceedings using an accepted method of machine shorthand;
- request clarification of instructions, orders or other actions to properly note the official record;
- prepare and read back all or portions of the official court proceedings upon instruction from the judge;
- prioritize requests for transcripts in order to meet legal deadlines;
- prepare printed and/or magnetic media transcripts using computer-aided transcription software;
- review and certify printed transcripts of court proceedings;
- explain terminology, procedure and regulations related to transcription, billing and collecting;
- organize and maintain a variety of electronic and paper files;
- keep accurate records related to files, storage and billing;
- obtain supplies and maintenance for own equipment;
- maintain current knowledge of State regulations related to court reporting;
- contact law enforcement agencies, laboratories and others regarding spelling of names of personnel, slang, testing procedures, curriculum vitae, etc.

EMPLOYMENT STANDARDS

Knowledge of:

- techniques and procedures for use of machine shorthand equipment, including real-time computer-aided approaches;
- courtroom procedures and protocol;
- laws, codes and regulations related to court reporting services;

technical terminology, documents and procedures as required by court proceedings;
English grammar, spelling and punctuation;
standard office methods and equipment;
techniques and practices of effective supervision and office management.

Ability to:

speak and write clearly and professionally in order to explain court procedures;
reason analytically and organize facts;
perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
work effectively with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
review and prepare training material for court reporters;
take machine shorthand at the speed and accuracy specified for licensing by the State of California;
attend to and distinguish multiple voices; maintain confidentiality of sensitive information;
read back all or portions of the court record upon order of the court;
understand, explain, and apply complex oral and written instructions;
transcribe accurately from shorthand and computer-aided (real-time) recordings;
counsel and coach staff;
apply internal and external policies, procedures and rules;
establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard, video display, and transcriber on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files, single pieces of paper and perform repetitive hand movement while transcribing; occasional lifting and carrying of objects weighing up to 20 lbs. such as files, stacks of papers, reference materials and transcription equipment. Moving from place to place within an office; sitting for a prolonged period of time.

EXPERIENCE/EDUCATION

Any combination of training and experience that would provide the required knowledge and abilities to perform the duties of a Supervising Court Reporter to include four (4) years experience as a court reporter in a municipal or superior court jurisdiction, including at least one (1) year in a lead or advanced role. Equivalent to graduation from the twelfth grade.

License or Certificate:

Possess and maintain a certificate and be in good standing as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code Section 69942.