

## **COURT REPORTER LEAD**

### **DEFINITION**

Under general direction, the Court Reporter Lead provides lead direction for Court Reporter staff such as scheduling, training and assigning work and performs related administrative tasks. This position is responsible for ensuring all courtrooms have adequate Court Reporter coverage.

Performs related work as assigned and when necessary records and transcribes a verbatim record of official court proceedings of all testimony and activity in cases heard before the Superior Court using stenographic and/or real-time equipment, reads aloud recorded proceedings at the direction of the Court and prepares and certifies transcripts pursuant to applicable statutes, rules, regulations or policies. The Court Reporter Lead is responsible for providing his/her own stenographic/computer equipment, software and other materials per Government Code section 70313. The Court Reporter Lead is typically assigned to a particular Court facility but may be assigned on short notice to any courtroom at any Court facility to meet the needs of the Court and/or provide supervisory support to other areas.

Government Code section 69950 authorizes Court Reporters to charge a standard fee for transcription and copies in accordance with an established fee schedule. As an Independent Contractor, Court Reporters are compensated separately for these transcripts and copies, which may be prepared outside of regular Court working hours.

### **DISTINGUISHING CHARACTERISTICS**

This is the single incumbent, lead classification in the Court Reporter series. This class is responsible for providing lead work direction to a staff of Court Reporters located in multiple Court facilities, which includes scheduling, assigning work and training. The incumbent is expected to exercise considerable discretion in carrying-out responsibilities independently and with a thorough understanding of Court policies, procedures, standards and customer service issues. As necessary, this class is responsible for the accurate verbatim reporting and transcription of official court proceedings. This function is usually performed in the courtroom; however, the needs of the Court may require reporting to be done in judicial officer chambers, conference rooms or in rare circumstances at off-site locations.

The Court Reporter Lead classification is distinguished from the Court Reporter classification in that the latter class does not assist in supervisory functions.

The Court Reporter Lead classification typically reports to a supervisory or management classification.

### **ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Leads, plans, organizes, directs and coordinates the activities of Court Reporters; oversees assignments of Court Reporters to ensure sufficient coverage for all required courtroom proceedings, and assigned staff; and arranges for replacement reporters, as needed.
- Trains and instructs Court reporter staff in work methods and procedures; prepares training manuals and materials.
- Aids Court Reporter staff in resolving difficult work problems; researches and resolves difficult customer services problems and questions.
- Keeps records of appeal notices and work extension requests; oversees maintenance and storage of Court Reporter notes and records; monitors timely uploading of Court Reporter notes

into electronic note management system; and ensures timely destruction of Court Reporter records in accordance with governing rules and statutes.

- Assists with processing transcript requests that may involve researching past reporter schedules and logs; and assists with requests for court reporter notes.
- May provide input to the supervisor/manager regarding areas of deficiency and recommends corrective and/or that some form of disciplinary action may be necessary.
- Interprets policies and procedures to employees through staff meetings, bulletins, instructions and other means; and informs staff of procedural changes.
- Serves as a liaison with other departments, outside agencies, concerned parties and the public to provide information, resolve problems and coordinate schedules and activities.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- As needed, performs all the duties of a Court Reporter as outlined in the Court Reporter Job Description.
- Travels between Court facilities to perform duties, as required.  
Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

To qualify for this classification, an individual must:

Certification: Possess a valid certification by the State of California, Department of Consumer Affairs as a Certified Shorthand Reporter. License must be in good standing and fees must be current at all times. A copy of the current license must be provided to the supervisor each time it is renewed.

### **AND**

Experience: Three (3) years of full-time equivalent experience as a Court Reporter.

### **Desirable Qualifications**

Supervisory and/or lead experience, court reporting and real-time experience in a court setting and/or certification of qualification to provide real-time court reporting.

### **Knowledge and Abilities**

Knowledge of:

- Principles, practices and methods related to scheduling, training and supervising staff activities.
- Superior court functions, characteristics, services and activities.
- Principles and practices of court reporting.
- Appellate court procedures.
- Transcription software and real-time reporting.
- Court and courtroom procedures and processes.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Penal Code; Welfare and Institutions Code; Vehicle Code; and other applicable statutes, processes and procedures.
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs.
- Principles and practices of policy and/or procedure development and implementation.

- Current trends and developments in court reporting technology.
- Legal, medical and administrative terminology, phraseology, documents, forms and procedures.
- Clerical and legal record keeping practices and procedures.
- Correct use of English, punctuation and grammar.

Ability to:

- Lead, oversee and coordinate work activities and ensure staff complete responsibilities timely and accurately.
- Coordinate schedules accurately and efficiently for multiple courtrooms and Court Reporters.
- Prepare well-organized, clear, concise and accurate documents such as reports and correspondence.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Develop and administer goals, objectives and procedures.
- Implement change consistent with policies and goals.
- Perform a set of tasks in accordance with established policies, procedures, statutes and standards.
- Administer projects, as part of a team or as project lead, within the project scope, time constraints and resource constraints to achieve the desired objective.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Use, adjust and perform minor maintenance of stenographic and similar equipment.
- Take verbatim dictation of courtroom and related proceedings at a certified rate; transcribing such information accurately and maintaining attention to detail.
- Perform basic legal and related research to verify transcribed information.
- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Operate a transcriber, computer, stenotype machine and other related office equipment.
- Adapt to changing court reporting technology.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records; understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.

**Other Requirements**

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** Strength, dexterity, coordination and vision to use a keyboard and monitor; hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 lbs. from place to place; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone; and periodic travel to other locations.

**Working Environment:** Work is performed in an office environment with environmental controls. Incumbents are expected to work inside buildings, along or closely with others. Routine noises and noise levels occur within the work environment. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

<b>Job Title</b>	Court Reporter Lead
<b>Classification Status</b>	GE
<b>Representation Unit</b>	United Public Employees
<b>FLSA Status</b>	Non-Exempt
<b>Established</b>	01/2020
<b>Revised</b>	03/2021
<b>Previous Title</b>	Supervising Court Reporter

**General sign-off:** I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature \_\_\_\_\_

Date \_\_\_\_\_