

***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.