

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Manager, Court Reporters  
**Job Code:** 8060  
**Pay Grade:** 69  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Manage the staff of court reporters by coordinating division, pool, and per diem court reporter coverage assignments for the court's calendar. Ensures court reporter adhere to State of Arizona statutes and administrative orders, superior court policies and procedures, and the demonstration of professional protocol.

### **ESSENTIAL FUNCTIONS:**

- Coordinates the daily, weekly and monthly court reporter calendar by scheduling the activities of division, pool, and per diem court reporters.
- Monitors and ensures court reporters meet time lines, style requirements for transcript production, and compliance with transcript deadlines.
- Coordinates court reporter assignments throughout the day to cover additional cases and other exceptions to the established court calendar.
- Schedules court reporter coverage for judges whose assigned court reporter is unavailable.
- Establishes and maintains an equitable distribution of court reporter assignments, considering the differing nature of assignments and the professional interests of court reporters. Uses judgment and discretion when assigning court reporters to judicial divisions, taking into consideration judicial preferences, court reporter skills and workload.
- Monitors court reporters to ensure compliance with the state's certification rules.
- Coordinates the production of transcripts from digitally recorded hearings with an external transcription service.
- Supervises the performance of court reporters, maintains attendance records, approves timesheets, and ensures employees meet COJET training requirements.
- Reports to the Board of Certified Court Reporters any violations of certification rules pursuant to Code of Judicial Administration, Section 7-206, Court Reporter Standard Certification.
- Serves as liaison to the Court of Appeals and Supreme Court in matters relating to court reporting.
- Verifies the accuracy of transcript invoices prior to forwarding to finance division for processing.
- Responds to court staff, attorneys, and others who inquire on the status of specific case transcripts.
- Provides orientation to new court reporters and assigns another court reporter to serve as a mentor for new reporters.
- Maintains communications, as necessary, with the Clerk's Office, Finance Division, Court of Appeals and Indigent Defense Services.
- May take the verbatim record of a court hearing in an emergency situation when no other reporter is available.
- Participates in Division Directors meetings and Bench meetings as directed.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- Stays current with legislative updates and various committees that may affect judicial proceedings and the expectations on court reporters.
- Communicates with court administration and the court reporter staff on legislative updates and/or changes to office policies and procedures.
- Recommends improvements in the use of court reporters throughout the court, as appropriate.
- Assists with preparing and monitoring the annual budget and assists with developing and maintaining internal fiscal controls for the court reporter division.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of A.R.S. statutes and administrative orders that govern court reporting practices, procedures and protocol.
- Must have knowledge of supervisory principles and practices.
- Must have knowledge of stenographic or related court reporting methods, judicial and courtroom procedures, transcript style and submission requirements, desktop computers and Microsoft computer software.
- Must have administrative skills in report and business writing, researching reference materials, establishing effective working relationships, fiscal skills related to payroll timesheets, invoices and payments of per diems and budget preparation.
- Must have the ability to use good judgment in decision-making regarding court reporter assignments.
- Must have the ability to communicate effectively with a wide variety of judges, court management and staff, Clerk's office, attorneys and the public.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree in business, public administration, or a related field and three years of professional court experience, including one year of supervisory experience; OR seven years of progressively responsible experience in a court setting, including one year of supervisory experience; OR any equivalent combination of experience, training and/or education that demonstrates the ability to perform the position essential functions.

**LICENSES AND CERTIFICATES:**

State of Arizona court reporter certification, in accordance to Arizona Revised Statute, Title 32, Chapter 40. Court reporter certification must be maintained at all times to retain employment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position and reports to the Deputy Court Administrator. The incumbent performs duties under limited supervision. This position has administrative, fiscal and court management responsibilities and supervises a staff of court reporters.

Date: 11/30/98

Revised: 02/01/01; 06/15/04