

# NEW MEXICO JUDICIAL BRANCH

## CERTIFIED COURT REPORTER SUPERVISOR

(Classified)

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under direction, supervise court reporters, court monitors and court reporting support staff; work as a Certified Court Reporter or Monitor in the courtroom.

### **QUALIFICATIONS**

**Education:** Associates degree in court reporting or completion of a Court Reporter training program

**Education Substitution:** High school diploma or GED and any combination of experience, training, and/or education that demonstrates reasonable proficiency in making verbatim records of judicial or related proceedings by means of machine shorthand, as specified in the New Mexico Rule 22-203.

**Experience:** Four (4) years of court reporting experience, of which two (2) years must have been supervisory experience.

**Experience Substitution:** None

**Licensure:** New Mexico Certified Court Reporters (CCR) License [to be renewed annually]

**Other:** Completion of a post offer background check may be required.

**Knowledge:** Knowledge of supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; machine shorthand; state-of-the-art stenographic hardware and software; extensive vocabulary of legal, technical, and medical terminology including proper English usage, grammar, vocabulary and spelling; courtroom procedures; the statutes and rules governing the recording of judicial proceedings; rules of Civil and Criminal Procedure; rules of Appellate Procedure; State Records and Retention Statute as it relates to court reporting; the New Mexico Court Reporters Board Code of Professional Conduct; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Worker's Compensation); New Mexico Judicial Branch Personnel Rules, policies and procedures; the difference between providing information and legal advice; litigation support software; legal research methods; general office practices and equipment (i.e., telephone, printer, copier, fax, scanner, and calculator).

**Skill & Ability:** Skill in training, supervising, evaluating and motivating staff; giving direction to and mentoring subordinates; being attentive to details; communicating in a courteous and professional manner with judges, the public, attorneys, jurors and all other parties involved in cases; understanding written and oral instructions; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; knowing when to seek assistance; providing good customer service; using common sense; filing and typing; sitting and steno typing uninterrupted for long periods of time while maintaining complete concentration; organizing and prioritizing workload; applying relevant policies and procedures to assigned work; providing written instructions; operating a stenograph machine in excess of 225 wpm with 95% accuracy; conducting legal research; using a computer and computer software; maintaining dictionaries; using court reporting, stenographic, and court monitoring

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equipment and software. **Ability to** provide effective coaching and constructive criticism; use discretion in the disclosure of confidential information and to maintain confidentiality; proofread and edit transcripts produced by others; understand complex and technical terminology; communicate effectively both orally and in writing with diverse parties; research legal citations; respond appropriately to stressful situations involving distraught, angry or emotional persons; be empathetic, impartial, fair and objective; maintain composure while listening to difficult, sensitive and emotional issues; be informative without giving legal advice; concentrate fully and remain alert during proceedings; provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status; multi-task; meet deadlines under pressure; and troubleshoot errors with stenographic and transcription equipment.

### **EXAMPLES OF WORK PERFORMED**

Train, supervise, evaluate and motivate professional staff of two or more; track daily attendance and approve leave requests and time sheets; prepare and administer employee performance evaluations; lead interview panels for vacant positions and make recruitment recommendations; assign work to ensure appropriate court reporting services are provided; respond to requests for information; stenographically report judicial proceedings resulting in a written record to provide litigants, attorneys, Special Commissioners/Hearing Officers and Judges access to the record for appellate review, trial preparation and preparation of orders; produce transcripts of court proceedings, resulting in written, certified transcripts; researching and verifying legal, medical, expert and technical terminology by means of legal research software or judicial experience; preparing and maintaining personal dictionaries for translation; mark for identification, log, file and account for court exhibits to safeguard evidence as a public, sequestered or sealed exhibit; provide, maintain and troubleshoot personal reporter hardware and software; keep log of prepared transcripts and back up notes to hard drive; archive transcripts and notes; prepare and file interoffice correspondence and required documents; assist court personnel, general public, litigants and attorneys; and perform general administrative reporting other associated duties as assigned. **May** audibly record judicial proceedings; create and file a log/receipt of proceedings.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers, supervisors, managers, judges and the public; work under severe time constraints and meet multiple demands from several people. The activities of this job may require uninterrupted periods of continuous stenographic reporting. The work performed requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally.

The employee may be required to sit for long periods of time, stand for hours. The employee may be exposed to fluctuating building and outdoor temperatures; mental fatigue; hostile or violent situations that may arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions.

Dev: 3/9/98 - Supervising Court Reporter

Rev: 12/7/07 - Certified Court Reporter Supervisor, Audited 8/11/12; Rev: 12/11/13