

# NEW MEXICO JUDICIAL BRANCH

## MANAGING COURT REPORTER

(Classified)

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

### **SUMMARY**

Under administrative direction, manage all court reporter operational and administrative functions through one or more subordinate court reporter supervisors. May supervise court monitors.

### **QUALIFICATIONS**

**Education:** Associates degree in court reporting or completion of a course of Court Reporter study at an accredited Court Reporting School.

**Education Substitution:** None

**Experience:** Five (5) years court reporting experience of which two (2) years must have been supervisory experience.

**Experience Substitution:** None

**Licensure:** New Mexico Certified Court Reporters (CCR) License.

**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; proper English usage, grammar, vocabulary and spelling; courtroom procedures; the statutes and rules governing the recording of judicial proceedings; the rules of Civil and Criminal Procedure; the rules of Appellate Procedure and the State Records and Retention Statute as it relates to court reporting; the New Mexico Court Reporters Board Code of Professional Conduct; the difference between providing information and legal advice; litigation support software; legal research methods; court records maintenance, retention and destruction; 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; budget management including: performance-based budgeting, program budget preparation and tracking projected and expended program funds; grant procedures and grant writing techniques; general office practices and equipment (i.e., telephone, printer, copier, fax, scanner, and calculator).

**Skill & Ability:** Skill in managing and supervising employees through supervisory staff; overseeing the planning, scheduling, assigning, reviewing, monitoring and evaluation of work; determining direction and necessary training; providing meaningful employee feedback and performance evaluations; addressing disciplinary issues and providing appropriate correctional measures; applying relevant policies and procedures to work; communicating effectively both orally and in writing; applying concentration and attention to detail; conducting legal research; working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently

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changing priorities and high stress; being organized; establishing priorities and meeting deadlines; proofreading and editing transcripts produced by others; dealing with people diplomatically; being courteous; providing good customer service; utilizing good telephone etiquette; using common sense; maintaining professional demeanor and composure; using a computer and computer programs, including production software; troubleshooting stenographic and transcription equipment, hardware and software; running reports; assimilating information and providing an accurate response; dealing with difficult people and people in crisis situations; researching and retrieving information; knowing when to seek assistance; applying legal and medical terminology; maintaining accurate files and records; using discretion in the disclosure of confidential information and maintaining confidentiality; understanding complex and sometimes technical terminology; understanding written and oral instructions; analyzing and solving problems; meeting deadlines under pressure and appraising situations and recognizing safety and security issues. **Ability to** use initiative and make independent judgment; analyze, recommend, and implement procedural and policy changes; be empathetic, impartial, fair and objective; respond appropriately to stressful situations involving distraught, angry or emotional persons; be informative without giving legal advice; research legal citations; concentrate fully and remain alert during proceedings; maintain composure while listening to difficult, sensitive and emotional issues; provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status; multi-task; and use court reporting and monitoring equipment and software programs.

### **EXAMPLES OF WORK PERFORMED**

Train, supervise, evaluate and motivate professional supervisory staff; research and implement courtroom technology, litigation support and new policies and procedures for the court; prepare, present and submit yearly department budget to court administrator and ensure department works within budget; respond to requests for information; ensure the provision of court reporting and transcription information and services; facilitate and direct the accurate and timely filing of all appeal, non-appeal, real-time and expedited transcripts produced by official court reporters and court monitors; manage, direct courtroom technology; prepare: reports, memos, vouchers, receipts, order forms, and narratives; document, report, receipt and process payments for contract reporters; implement litigation support in the courtroom to increase judicial efficiency and verbatim transcript production; prepare and file interoffice correspondence and required documents; assign work to ensure appropriate court reporting services are provided by use of per diem reporters, classified court reporters, classified court monitors; conduct and facilitate reporter/monitor meetings to address concerns, implement changes, and develop goals and objectives; research, initiate and standardize all court reporting/courtroom technology including hardware, software and litigation support; transcript production; archival, storage and retrieval of stenographic notes for all judicial districts within New Mexico; and perform other associated duties as assigned. **May** - perform the work of a Certified Court Reporter prepare and conduct educational workshops and serve on statewide boards or committees.

### **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.

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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 or stand for long periods of time. 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.

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