

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Court Transcriptionist  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 07/11/2026

**CLASS CODE:** J046  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 11  
**STATUS:** Classified

### **JOB SUMMARY**

Under general supervision, undertakes and performs a variety of tasks associated with creating accurate verbatim written records from the recorded proceedings of trials, hearings and/or other judicial proceedings occurring in the courtroom, in judicial chambers and/or other locations convened by the court.

### **REPORTS TO:**

Court Administrator or designee.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL JOB FUNCTIONS**

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Creates accurate verbatim transcript of court proceedings, including trials and hearings as requested by the judicial officer.
- Complies with the guidelines in the Arizona Manual of Transcript Procedures.
- As required, meets statutory and/or local rule time requirements for providing court transcript to Court of Appeals, Supreme Court and/or other judicial entity; submits request(s) for extension of time to submit transcript when required.
- Certifies that transcript is the official court record when submitted.
- Updates and maintains a variety of files, records, logs, correspondence and other items related to trial/courtroom work underway, transcript work in progress, transcript work completed, and transcript work submitted for appeal purposes.

### **SECONDARY JOB FUNCTIONS**

- Performs related office support/work within court administration.
- Performs special assignments as requested.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Arizona Manual of Transcript Procedures.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology. .

#### **Skills:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in prioritizing and handling multiple tasks, strong attention to detail and excellent listening skills.
- Skill in working within deadlines to complete projects and assignments.
- Skill in sitting for long periods of time while performing continual listening and hand movement tasks.
- Skill in transcribing verbatim courtroom proceedings.
- Skill in using transcribing equipment and/or software.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of

other governmental agencies, the bar association, victims, witnesses, litigants, jurors, and others having business with the courts of Mohave County.

- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

**Abilities:**

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

**WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

**WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.

**REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A High School Diploma or GED, clerical/office support experience, and proofreading and editing experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.