

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Official Court Reporter
OCCUPATIONAL CATEGORY: Appointed Staff
DIVISION: Superior Court
EFFECTIVE DATE: 06/10/16



CLASS CODE: J045
FLSA: Non-Exempt
SALARY RANGE: 18
STATUS: Unclassified

JOB SUMMARY

Under general supervision, undertakes and performs a variety of tasks associated with taking of verbatim recording and transcribing of legal 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:

This is an unclassified at-will position. At-will employees are appointed by and serve at the will of the Superior Court Judge or the Presiding Superior Court Judge.

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.*

- Attends a variety of court hearings, trials and other proceedings; sets up and tests court reporting equipment; listens to and takes down spoken words and phrases uttered during court proceedings; records testimony and reads back testimony as instructed/requested by the judicial officer.
- Creates verbatim transcript of court proceedings as requested by the judicial officer.
- 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.
- Provides related office support to a judicial officer as requested and/or required.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- 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 Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in the field of court reporting.

Skill in:

- 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 assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- 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 recording and transcribing verbatim courtroom proceedings.
- Skill in using stenographic recording and transcribing equipment.
- 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, news media, general public 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.

Ability to:

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- 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.
- 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.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Must have the ability to sit for long periods of time, listen to and comprehend multiple voice dialogues, and to observe clearly and record visual and nonverbal details.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

High school diploma or G.E.D. Requires certification as a court reporter pursuant to Arizona Revised Statutes Title 32, Chapter 40 and Section 7-206 of the Arizona Code of Judicial Administration. Realtime experience preferred.

SPECIAL JOB REQUIREMENT

- Court Reporter certification must be maintained as a condition of employment pursuant to Arizona Revised Statutes Title 32, Chapter 40 and Section 7-206 of the Arizona Code of Judicial Administration.
- Must be able to furnish adequate equipment for the efficient performance of duties.
- 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.