

Market Range Detail - Court Reporter Lead

Effective Date

April 28, 2014

Market Range Title Description

PURPOSE STATEMENT

Under general direction performs work of considerable difficulty recording and transcribing legal proceedings and performs related work as required.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Acts as a technical resource to all court reporters on equipment, issues, and questions.
- Ensure calendar is completed correctly with accurate court reporting coverage for court.
- Reports courtroom proceedings by use of stenograph equipment and computer-aided-transcription software.
- Reads aloud from stenographic notes as requested by court or counsel.
- Timely prepares and produces transcripts of cases as requested by litigants, attorneys, judges and other court personnel.
- Files Grand Jury and other transcripts in accordance with deadlines set by statute.
- Transcript preparation includes extensive research of case citations, statutes, and specialized terminology.
- Edits, proofreads, binds, and certifies transcripts as to true and accurate copy.
- Timely distributes transcripts to appropriate parties.
- Routinely interacts and corresponds with private sector litigants, attorneys, support staff, paralegals, as well as judges, court personnel, the court of Appeals, and the supreme court regarding transcript requests and preparation.
- Prepare detailed weekly reports for judges, quarterly reports for Deputy Court Administrator.
- Monitor monthly statistics and report case activity reports to Deputy Court Administrator.
- Properly maintains and updates computer text, dictionary, and backup files.
- Properly maintains and updates stenographic equipment and computer equipment.
- Diligently archives paper stenographic notes and/or electronically produced stenographic notes, as well as all computer-generated stenographic files.
- May assist court office personnel with various duties.
- Act as Court Reporter Manager in their absence.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$28.00	\$33.27	\$38.54

Likely Minimum Qualifications

- Completion of a formal Court Reporter training program, Certification as a Court Reporter pursuant to A.R.S. §32-4001, et seq., including the National Court Reporters Association's Registered Professional Reporters Certification.

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.