

MANAGER, COURT REPORTING SERVICES 7705

Distinguishing Characteristics of Work

This is responsible administrative work supervising and managing the court reporting services of the circuits. The Manager, Court Reporting Services works directly for the Court Administrator, and pursuant to his/her direction establishes and implements policies and procedures; formulates long-range goals; interfaces and confers with judges, judicial assistants, court administration, attorneys, clerks and the public; ensures that an accurate and transcribable official record is made in all mandated venues or otherwise as requested; and assists in courtroom changes and design to enhance the recording of the record. This position is also responsible for budget preparation, purchasing, surveys and questionnaires; preparing and maintaining statistical data; recruitment, hiring and oversight of subordinate staff; staying abreast of the changing technology of court reporting, electronic courtrooms, translation software and training others on same; and serving on State of Florida and court reporting association committees as requested. The Manager, Court Reporting Services must be familiar with all aspects of court reporting work, for both realtime stenographic and digital technologies, as well as administrative and managerial skills necessary to perform the day-to-day operations of the Office. Duties also include verifying that all court reporters maintain their continuing education units; reviewing and approving time and travel sheets; resolving personnel problems and issues; and performing court reporter duties including realtime reporting, reading back, transcribing and maintaining records of court proceedings. Working relationships are established with judges, court personnel, Clerks of the Court, Office of the State Attorney, Office of the Public Defender, other state agencies, and the general public.

Education and Training Guidelines

Bachelor's degree in criminal justice, business or public administration and five years of court reporting experience, including five years of administrative/supervisory experience in a court or criminal justice system.

Progressively responsible experience in court reporting may substitute on a year-for-year basis for the recommended college education.

A master's degree may substitute for two of the five years of court reporting experience.

This position requires a Registered Professional Reporter certificate from the National Court Reporters Association (NCRA). At least one advanced NCRA certification (such as RMR, RDR, and CRR) is preferred.

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Knowledge, Skills, and Abilities

Knowledge of court systems, procedures, and practices. Knowledge of legal and medical terminology as well as an extensive vocabulary. Knowledge of the operation and function of the digital recording systems utilized in the circuit. Knowledge of applicable statutes, rules, regulations, principles, practices and procedures. Skill in using standard office practices, procedures and equipment. Skill to operate a variety of office equipment, including computer keyboard, printer, fax machine, copying machine, telephones, typewriter, calculator, etc. Ability to plan, organize, and coordinate work. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships. Ability to prepare and coordinate the timely filing of transcripts. Ability to concentrate and sit in one position for long periods of time, often without a break or interruption. Ability to supervise and motivate subordinates. Ability to research information and analyze data to arrive at valid conclusions recommendations, and plans of action. Ability to interact professionally and maintain effective working relations with superiors, coworkers, government officials, and the public. Ability to implement goals, objectives and procedures. Ability to interpret and apply applicable laws, regulations and policies. Ability to make decisions in accordance with applicable laws, rules, regulations and policies. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to assemble and organize data, and prepare reports from such data. Ability to effectively use business English, spelling, grammar and punctuation. Skill to operate a computer using standard and specialized software applications, word processing applications, digital recording applications, and the Internet. Ability to perform realtime stenographic writing at the standard required both for speed and accuracy and to hook up to multiple laptop computers in a Windows environment. Ability to utilize Eclipse transcription software, as well as StenoCat (older programs used previously in the circuit) in order to access, retrieve and/or transcribe archived stenographic records. Ability to make sound independent judgments. Ability to work in a fast-paced, automated environment with many interruptions.

Effective: March, 2007