

Florida State Courts System

Class Specification

Class Title: Manager, Court Reporting Services

Class Code: 7705

[Pay Grade 28](#)

General Description

The essential function of the position within the organization is to manage and supervise court reporting services. The position is responsible for scheduling and supervising staff, training, recording and transcribing court proceedings, processing transcript requests, and performing related administrative functions, including reporting. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Planning, organizing, and coordinating the court reporting services for the circuit, supervising staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Preparing and maintaining statistical data associated with court reporting.

Preparing and negotiating contracts with court reporting subcontractors and vendors.

Coordinates schedules of court reporters with judges and judicial assistants to ensure court reporting coverage in all courtrooms as needed.

Records and oversees stenographic and digital recording of court proceedings utilizing specialized recording equipment.

Oversees transcript generation of court proceedings as requested.

Transfers backup transcripts to disks for archiving and ensures proper storing of court recorded information by staff.

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Archives paper notes and dockets in compliance with local administrative orders and/or statutory requirements; maintains logs of daily proceedings; maintains, updates and edits personal dictionary.

Researches and prepares for editing the stenographic records of past reporters ordered for appeal or at the request of the court, attorneys or private parties.

Oversees, reviews and approves expenditures for the area of responsibility; provides fiscal data to the Court Administrator's office for preparation of the annual budget.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility.

Performs administrative/clerical tasks such as processing appellate paperwork, making copies of court proceeding CD's as requested, preparing periodic employee performance evaluations, faxing, telephoning or photocopying.

Attends or conducts staff meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

Maintains data storage and archiving of court recordings and transcripts in compliance with applicable statutes and rules of procedure.

Establish contingency plan for capturing proceedings off-site.

Participate in formulation of contracts, policies, goals, and priorities with judicial policy makers.

Monitors deadlines and budgetary issues.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

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Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions; supervises or leads other by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex reports; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes policies for acquiring and handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as stenograph machines, laptops or recorders.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in law, paralegal, stenography, business management or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, including working knowledge of courtroom procedures and at least two years of managerial experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

May require certification through the National Court Reporters Association (NCRA), American Association of Electronic Reporters and Transcribers (AAERT) or the National Verbatim Reporter Association (NVRA).