

Florida State Courts System Class Specification

Class Title: Manager, Electronic Court Reporting

Class Code: 7735

[Pay Grade 24](#)

General Description

The essential function of the position within the organization is to manage the digital recording and transcribing of court proceedings. The position is responsible for supervising staff, planning and scheduling recording activities, training personnel, managing the digital recording and transcribing of court proceedings, storing of transcripts for future access, and performing related administrative and clerical functions. 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.)

Supervises staff, including selecting or recommending selection, providing ongoing training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Prepares and maintains a daily schedule for Digital Court Reporters to ensure coverage of all court proceeding recording assignments; performs recording and transcribing of court proceedings as required.

Meets with Lead Digital Court Reporter to evaluate and monitor workload and to resolve personnel issues.

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

Oversees transcript generation of court proceedings as requested; ensures that an accurate transcribed official record is made in all mandated venues or otherwise, as requested.

Supervises maintenance of audio-visual equipment in courtrooms and hearing rooms; troubleshoots equipment as required and coordinates repair or replacement; supports software and hardware applications on staff workstations.

MANAGER, ELECTRONIC COURT REPORTING

Serves as liaison between representatives of judiciary, clerks, public defender, State Attorney, DCF, law enforcement personnel and the general public regarding court reporting services.

Provides customer service, assisting judges, attorneys, governmental employees and private citizens with various requests, such as copies of CD's, DVD's, transcripts, playbacks, or demonstrations of the system in an orderly and professional manner.

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

Performs administrative/clerical functions, such as receiving/printing dockets; maintaining records; evaluating, documenting and updating policies and procedures; preparing employee performance evaluations; retrieving mail; entering and processing court orders/requests into the Transcript Tracking system; performing research; or responding to e-mails and telephone calls.

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

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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

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

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

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

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes reports; speaks to high level 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 principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous 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 moderately serious impact - affects work unit and may affect other units or citizens.

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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as audio recording equipment, personal computer, servers, laptops, audio tape transcribers and other general office equipment.

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 computer operations, business management, paralegal, law 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 at least two years of supervisory experience and ample experience with the criminal justice system.

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).