Essential Job Duties

Employee Name: _____
Job Title: **Managing Court Reporter** ☐
Official Court Reporter ☐ **Transcriptionist** ☐
District/County: _____
Department: _____
Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

Supervision/Lead Worker Duties

___Developing and implementing employee training and development
___Evaluating employees
___Managing employee leave
___Providing guidance and information to staff
___Developing policies and recommending procedures
___Supervising necessary cross-training
___Distributing workload evenly among employees
___Recruiting and hiring
___Managing timesheets
___Completing, submitting and maintaining other personnel and payroll documentation
___Handling grievances and complaints
___Ensuring staff coverage on a daily basis
___Serving as a coach or mentor to other employees
___Providing regular ongoing feedback to staff
___Assisting coworkers
___Coordinating office management efforts with the chain of command
___Providing management with reports on court reporter activities
_____
_____

Fiscal and Budget Duties

___Purchasing
___Completing required reporting forms
___Assisting in the preparation of court budgets
_____
_____

Office Duties

___Reviewing files and/or documents for accuracy and completeness
___Stamping and preparing incoming and outgoing mail (pickup and delivery)
___Screening visitors and callers
___Answering phones in a professional and courteous manner
___Maintaining appointment calendar
___Taking and transcribing dictation accurately
___Operating office equipment: computers, software programs, copiers, phones, recording equipment, etc.
___Composing letters and documents
___Maintaining office supplies
___Inventorying property
___Maintaining various records of office activities
_____
_____

Public Relations Duties

___Working with public in routine and difficult situations
___Serving as information resource to public, court, staff, and OJA
___Providing courteous service to coworkers and staff
___Communicating with court staff and outside contacts
_____
_____

Court Duties

___Setting trials and hearings
___Preparing files and indexes
___Informing jury clerk of jury trial schedules
___Setting and removing cases from trial calendar
___Handling caseflow management measures in a timely manner
___Following state and local court policies and procedures
___Working in other offices as assigned
___Serving as bailiff
___Producing neat, accurate and complete transcripts
___Overseeing maintenance of recording equipment
___Filing and distributing completed transcripts
___Maintaining daily tape log record and index system
___Preparing certified copies of court proceedings from tape recordings
___Taking verbatim testimony, manually or through the operation of a stenotype machine
___Certifying transcript accuracy
___Issuing cost statements for transcript preparation
___Maintaining exhibit filing system
___Marking exhibits offered in evidence as directed by the court
___Destroying exhibits pursuant to Supreme Court Rule 108 as necessary
___Reviewing court files, exhibits, police reports, etc. to verify accuracy of transcripts
___Producing correspondence for judge
___Assigning taped transcript requests as needed between all reporters
___Locating notes from past reporters and forwarding them as needed
___Administering oaths or affirmations
___Following procedures for cases on appeal when transcript is ordered
___Maintaining daily diary of cases heard for later reference to court and counsel
___Storing stenograph notes in secure manner
___Defining criteria for contracting with free-lance reporters
___Installing and maintaining technology to prepare, store and retrieve transcripts and other documents
_____
_____

I have reviewed the duties for this position and I have designated the duties which are essential.

_____
Supervisor Signature Date

_____
Appointing Authority Date