

Name: _____

Date: _____
(mm/dd/yy)

Kansas Judicial Branch Court Reporter /Transcriptionist Job Duties Worksheet

Prior to updating the position description for the employee, both the rater and the employee should *independently* review the following list of job duties. Place the letters *n/a* in the *not applicable* column next to any duties that will not be part of the employee’s job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the employee performed during the evaluation period that are not listed. After the rater and employee have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the employee’s performance.

<i>Not Applicable</i>	Duties
	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
	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 caseload 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

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Not
Applicable

Duties

Court Duties (cont.)

- _____ 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

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 public
- _____ Communicating with court staff and outside contacts