

**KANSAS JUDICIAL BRANCH**  
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration - original

**PART I.**

Employee Name: \_\_\_\_\_  
 Job Title:           Managing Court Reporter     
                           Official Court Reporter         
                           Transcriptionist                     
 District/County:    \_\_\_\_\_/\_\_\_\_\_  
 Department:        \_\_\_\_\_  
 Position Number:  \_\_\_\_\_

**PART II.**        The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

**SECTION A. POSITION PURPOSE:**

**SECTION B. DUTIES:**

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

<i>Not Applicable</i>	Duties
	<b>Supervision/Lead Worker Duties</b>
_____	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
_____	_____
_____	_____
	<b>Fiscal and Budget Duties</b>
_____	Purchasing
_____	Completing required reporting forms
_____	Assisting in the preparation of court budgets
_____	_____
_____	_____

Not  
Applicable

Duties

**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
- \_\_\_\_\_ 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

SECTION C. SUPERVISORY DUTIES:

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date