

Florida State Courts System

Classification Specification

Classification Title: Manager, Court Reporting Services

Pay Grade: 77

Class Code: 7705

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to manage and supervise court reporting services, within the trial court assigned. 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.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Plans, organizes, and coordinates the court reporting services for the circuit, monitoring deadlines; coordinates schedules of court reporters with judges and judicial assistants to ensure court reporting coverage in all courtrooms as needed; establishes contingency plan for capturing proceedings off-site.
- Prepares and maintains statistical data associated with court reporting.
- Prepares and negotiates contracts with court reporting subcontractors and vendors.
- Records and oversees stenographic and digital recording of court proceedings utilizing specialized recording equipment.
- Oversees transcript generation of court proceedings as requested; proofreads before filing/delivery.
- Transfers backup transcripts to disks for archiving and ensures proper storing of court recorded information by staff.
- 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 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, including, but not limited to, processing appellate paperwork, making copies of court proceeding CD's as requested, faxing, telephoning, or photocopying; responds to correspondence as appropriate.
- Maintains data storage and archiving of court recordings and transcripts in compliance with applicable statutes and rules of procedure.
- Participates in development of contracts, policies, goals, and priorities with senior management.
- Attends or conducts staff meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

MINIMUM 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 work experience, including two years of supervisory experience, along with a working knowledge of courtroom procedures.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

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.

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/Errors

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.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021