



JOB DESCRIPTION

JOB TITLE: Court Reporter – Justice Courts

JOB CODE: 1730

DEPARTMENT: District Courts

FLSA STATUS: Exempt

REPORTS TO: District Court Judge

SUMMARY OF JOB PURPOSE

Manages court reporting services and provides professional verbatim reporting and transcribing for court proceedings, hearings and conferences.

ESSENTIAL FUNCTIONS

1. Provides coverage of all hearings, proceedings and conferences; maintains a list of private contract substitute court reporters and reassigns resident reporters to cover other divisions to ensure coverage.
2. Reports proceedings of court trials, hearings, or conferences by shorthand, stenotype, or other methods where verbatim records are required by law; transcribes the proceedings into accurate transcripts for purposes of appeal or by order of the court.
3. Identifies participants by name to facilitate reporting; reads aloud statements of speakers as requested during proceedings; requests witnesses and speakers to clarify inaudible statements.
4. Prepares and distributes transcripts and related reports and documents; reviews transcriptions for technical accuracy.
5. Marks and catalogs presented exhibits; maintains files and records of notes and exhibits; performs other clerical duties, as required, related to the court.
6. Establishes policies and procedures to ensure reporting consistency; attends meetings and training as required.
7. Some positions may schedule hearings and proceedings and perform computer case processing related duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and four (4) years previous work experience as a Court Reporter; or equivalent combination of education and experience that would provide the required knowledge, skills, and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; effectively present information in court and/or public meetings.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; Nevada court procedures, legal terminology and legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; applicable state and Federal rules, codes and regulations; County policies and procedures.

Ability to plan, prioritize and carry out assignments with minimum supervision; quickly grasp elements of substantive law, and obtain and maintain a thorough understanding of procedural rules. Skills in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the justice process; assessing and prioritizing multiple tasks, projects and demands.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed by the Nevada Certified Shorthand Reporter's Board.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office and/or court room environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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