

Lead Court Reporter or Lead Electronic Court Recorder Procedures

- A. The lead court reporter or recorder duties are additional responsibilities to a court reporter or recorder position. At the discretion of the court administrator each district may have one lead reporter or recorder. All personnel policies and practices apply except as provided below.

- B. Recruitment & Selection

In Policy 181 – Filling Classified Position Vacancies external posting and veterans' preference are not applicable.

Unless delegated, the appointing authority for this position is the presiding judge. Subsequent presiding judges must continue the appointment absent documented performance issues or the employee voluntarily resigns from the lead position.

- C. Salary Administration

- 1. Hiring Salary

The successful employee would receive a promotion as outlined in Section F. of Policy 151 – Salary Administration for Classified Employees.

- 2. Termination/Demotion Salary

An employee who ceases to act as the lead returns to the employee's previous reporter or recorder pay grade. Salary adjustments follow current practices.

- D. Corrective Action

If it becomes necessary to address the lead employee's conduct, Policy 141 – Corrective Action applies and may lead to disciplinary action including demotion or dismissal