



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead Electronic Court Recorder/Transcriptionist

Title of Immediate Supervisor:	Varies
Department/Division:	District Court Judge Chambers / District Court
Pay Grade/FLSA Status:	11 / Non-Exempt
Job Titles Accountable For:	Limited accountability for judicial support staff

General Summary or Purpose

In addition to the responsibilities included in the Electronic Court Recorder/Transcriptionist classification description, the Lead Electronic Court Recorder/Transcriptionist is responsible for coordinating orientation and training, assisting with scheduling, assisting in the review of applications and interviewing applicants, conducting periodic meetings, and assigning, directing, and reviewing work as directed by the presiding judge or unit court administrator for judicial support staff within the District Court Judge Chambers.

A lead position is optional and is limited to one judicial support staff lead position per district.

Major Responsibilities & Essential Functions

1. Major responsibilities and essential functions listed in Electronic Court Recorder/Transcriptionist classification.
2. Coordinates orientation and trains newly hired assigned staff, including training on Odyssey, courtroom procedures, and forms, arranges for shadowing of staff and training concerning scheduling for judicial officers.
3. Schedules assigned staff to a greater degree than expected under the general Electronic Court Recorder/Transcriptionist classification. Approves requested leave time. Ensures there is coverage for all judicial officers on a daily basis. This requires ongoing knowledge of the schedules of all judges within the district. Makes arrangements for coverage when staff has vacation leave or sick leave and makes arrangements for coverage in emergency situations when staff calls in sick or has an emergency. This may include contacting and arranging for court reporting and electronic court recording services by an independent contractor if approved by the unit court administrator. Scheduling may also require assignment of a court reporter with real-time reporting capability in appropriate situations and maximizing efficiency in use of assigned staff.
4. Assists in reviewing applications and interviewing applicants for assigned staff vacancies at the request of the presiding judge or unit court administrator. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the staff assigned within the district. Assists unit court administrator in communicating information concerning updates in procedures and policies. May include preparing and updating the operations manual for assigned staff and oversight of the mentor program for assigned staff.
6. Assigns tasks to accomplish prescribed work effectively, gives direction concerning work procedures, communicates standards of performance, reviews work for conformance of standards, and provides or gathers an assessment of performance as directed by the presiding judge or unit court administrator for assigned staff.
7. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a high school diploma, two years of related experience, and three years of experience court recording in a court setting. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

Certifications or Licensing Requirements: (prior to job entry)

- Valid Driver's license or evidence of equivalent mobility.
- Requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) and CET (certified electronic transcriber) certifications. A comparable certification by another state court or federal court may be substituted for the AAERT certification.



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Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of legal terminology, business English, punctuation, and grammar.
- Considerable knowledge of office systems, procedures, and equipment.
- Considerable knowledge of electronic recording equipment.
- Considerable knowledge of word processing, database, and internet software.
- Considerable knowledge of court rules, procedures, and functions.
- Basic knowledge of law and legal principles.

Skill Requirements

- Ability to coordinate team functions and assign, direct, and review work of team members effectively.
- Proficiently uses related software programs.
- Recordkeeping skills.
- Basic legal research skills.
- Written communication skills.
- Proofreading and editorial skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee is subject to some travel in the performance of the job. Employee has control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force frequently or constantly to move objects.

Job Classification History

- Lead Electronic Court Recorder classification created 4/15/2015.
- Changes recommended by the Personnel Policy Board to allow the TQAP as a substitution for the AAERT CET practical test were approved by the Supreme Court on 12/12/2018.
- On 9/24/2020, the Supreme Court approved adding transcriptionist to the title.
- Effective 12/21/2022, the Supreme Court approved amendments adding limited accountability for Court Reporters, Electronic Court Recorders, Electronic Court Recorder/Transcriptionists and District Court Paralegals and clarifying that there is only one lead employee per district.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.