



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Lead Electronic Court Recorder/Transcriptionist

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<b>Title of Immediate Supervisor:</b>	Presiding Judge
<b>Department/Division:</b>	District Court
<b>Pay Grade/FLSA Status:</b>	11 / Non-Exempt
<b>Job Titles Accountable For:</b>	Limited accountability for Court Reporters, Electronic Court Recorders, Electronic Court Recorder/Transcriptionists and District Court Paralegal

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### 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 for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals within the district.

A lead position is optional and is limited to one of the three types of lean positions, Lead Electronic Court Recorder/Transcriptionist, Lead Court Reporter or Lead District Court Paralegal, 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 court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegal, including training on Odyssey, courtroom procedures and forms, arranges for shadowing of working court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals and training concerning scheduling for judicial officers.
3. Schedules court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals 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 a court reporter, electronic court recorder/transcriptionist, electronic court recorder or district court paralegal has vacation leave or sick leave and makes arrangements for coverage in emergency situations when a court reporter, electronic court recorder/transcriptionist, electronic court recorder or district court paralegal 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 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 court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals.
4. Assists in reviewing applications and interviewing applicants for court reporter, electronic court recorder/transcriptionist, electronic court recorder and district court paralegal positions at the request of the presiding judge. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals within the district. Assists Court Administrator in communicating information concerning updates in procedures and policies. May include preparation of operations manual for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals and keeping the manual updated. Manages mentor program for new court reporters, electronic court recorder/transcriptionist, electronic court recorders and district court paralegals.
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 for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals.

### Minimum Qualifications

Requires a high school diploma and two years of secretarial experience in a court, law office or related job experience, and five years of experience in court recording in a court setting.



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### **Certifications or Licensing Requirements: (prior to job entry)**

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.

The North Dakota Court System Transcript Practice & Quality Assurance Program (TQAP), along with the CET written multiple choice test, may be substituted for the practical portion of the AAERT CET certification

### **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 proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing and internet browsing applications.
- 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: 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.
- Employee may be subject to some limited travel in the performance of the job.
- 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 4/15/15.
- 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 12/12/18.
- On 9/24/20, the Supreme Court approved adding transcriptionist to the title.
- Effective 12/21/22, 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.