



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead Court Reporter

Title of Immediate Supervisor:	Presiding Judge
Department/Division:	District Court
Pay Grade/FLSA Status:	*14 / Non-Exempt
Job Titles Accountable For:	Limited accountability for Court Reporters, Electronic Court Recorders, Electronic Court Recorder/Transcriptionists and District Court Paralegals

General Summary or Purpose

In addition to the responsibilities included in the Court Reporter classification description, the Lead Court Reporter is responsible for

Major Responsibilities & Essential Functions

1. Major responsibilities and essential functions listed in Court Reporter classification.
2. Coordinates orientation and trains newly hired court reporters, electronic court recorder/transcriptionists and electronic court recorders, including training on Odyssey, courtroom procedures and forms, arranges for shadowing of working court reporters, electronic court recorder/transcriptionists and electronic court recorders and training concerning scheduling for judicial officers. Provides training on Case Catalyst software.
3. Schedules court reporters, electronic court recorder/transcriptionists and electronic court recorders to a greater degree than expected under the general Court Reporter 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 or electronic court recorder has vacation leave or sick leave and makes arrangements for coverage in emergency situations when a court reporter, electronic court recorder/transcriptionist or electronic court recorder 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 and electronic court recorders.
4. Assists in reviewing applications and interviewing applicants for court reporter, electronic court recorder/transcriptionist and electronic court recorder 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 and electronic court recorders 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 and electronic court recorders and keeping the manual updated. Manages mentor program for new court reporters, electronic court recorder/transcriptionists and electronic court recorders.

Minimum Qualifications

Requires a high school diploma, graduation from an approved program in court reporting and one year of court reporting experience involving verbatim transcription in a legal setting, and five years of experience in court reporting in a court setting.

Certifications or Licensing Requirements: (prior to job entry)

Passage of AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification within one year of appointment. 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 stenograph and shorthand dictation methods.
- Considerable knowledge of Computer Aided Transcription software.
- Considerable knowledge of research methods and resources.
- Considerable knowledge of technical terminology.
- Considerable knowledge of business English, punctuation and grammar.
- Knowledge of secretarial practices and procedures.
- Knowledge of office systems, procedures and equipment.
- Knowledge of word processing and internet software.
- Knowledge of Realtime captioning and Caseview transcription applications.
- Knowledge of court rules and procedures.

Skill Requirements

- Stenograph machine skills.
- Computer Aided Transcription software skills.
- Recordkeeping skills.
- Skilled in the use of word processing and internet applications.
- Skilled in accurate transcription from audio recordings.
- Elementary 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 required to 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.



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Job Classification History

- Lead Court Reporter classification created 4/15/15.
- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 4/15/15. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade
- Changes recommended by the Personnel Policy Board to eliminate the certification requirement to become AAERT (American Association of Electronic Reporters and Transcribers) Certified Electronic Transcriber (CET) certified and change the requirement to become Certified Electronic Court Reporter (CER) certified from two years to one year were approved by the Supreme Court on 9/24/20.
- Effective 12/21/22, the Supreme Court approved amendments adding limited accountability for Electronic Court Recorder/Transcriptionists and District Court Paralegals and clarifying that there is only one lead employee per district.

***Pay Grade Exception** - A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.