



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead Court Reporter

Title of Immediate Supervisor:	Varies
Department/Division:	District Court Judge Chambers / District Court
Pay Grade/FLSA Status:	*14 / Non-Exempt
Job Titles Accountable For:	Limited accountability for judicial support staff

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 judicial support staff, including training on Odyssey, courtroom procedures, and forms, arranges for shadowing of judicial support staff and training concerning scheduling for judicial officers. Provides training on Case Catalyst software.
3. Schedules judicial support staff 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 judicial support staff has vacation leave or sick leave and makes arrangements for coverage in emergency situations when judicial support 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 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 judicial support staff.
4. Assists in reviewing applications and interviewing applicants for judicial support staff positions at the request of the presiding judge. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the judicial support staff within the district. Assists court administrator in communicating information concerning updates in procedures and policies. May include preparation of operations manual for judicial support staff and keeping the manual updated. Manages mentor program for new judicial support staff.
6. Assigns tasks to accomplish prescribed work efficiently, 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 judicial support staff.
7. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a high school diploma, graduation from an approved program in court reporting or the Registered Professional Reporter certification, one year of related experience, and five years of experience in court reporting 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 requirements.

Certifications or Licensing Requirements: (prior to job entry)

- Valid driver's license or evidence of equivalent mobility.
- 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

- Ability to coordinate team functions and assign, direct, and review work of team members effectively.
- Stenograph machine skills.
- Computer Aided Transcription software skills.
- Recordkeeping skills.
- Ability to proficiently use required software programs.
- 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.
- 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 travel schedule 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 Court Reporter classification created 4/15/2015.
- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 4/15/2015. 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 9/24/2020.



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- Effective 12/21/2022, 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.
- 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.