

Judicial Support Pilot Project (JSPP)

The Judicial Support Pilot Project (JSPP) gives the presiding judge in each district, in consultation with the district judges of the district, several options in finding a judicial support model that fits the size, structure, and depth of support desired by each district.

The JSPP offers three optional positions in lieu of recruiting a court reporter, electronic court recorder or electronic court recorder/transcriptionist.

1. JSPP District Court Paralegal
2. JSPP Staff Attorney-District Court
3. JSPP Law Clerk

A. Duties

1. The duties of a JSPP position is the same as the duties of a district court paralegal, staff attorney-district court and law clerk positions except that it also includes electronic recording duties.
2. An employee hired into a JSPP position is required to obtain the AAERT (American Association of Electronic Reporters and Transcribers) Certified Electronic Court Reporter (CER) certification within six months of the employee's start date.

B. Duration of Pilot Project

The duration of the pilot project will be 18 months beginning September 1, 2020 and ending March 31, 2022.

C. Status of Employment During Pilot Phase

1. JSPP employees are required to follow all Court System policies. Regarding Policy 102-Employment Status, the JSPP positions are non-classified (at will) regular employee positions. A regular employee is an employee who holds a funded position and is entitled to State Benefits. Per Policy 103-Introductory Period, a new regular employee, except a law clerk, is eligible for a salary increase on the successful completion of the introductory period. A JSPP law clerk is also not eligible for a salary increase on the successful completion of the introductory period.
2. At any time during the pilot phase a presiding judge, in consultation with the district judges in the district, may decide to opt out of the JSPP. If this occurs, the JSPP position will be reclassified as an electronic court recorder or electronic recorder/transcriptionist. If there is an employee holding the JSPP position when the decision to opt out is made and the employee's performance is satisfactory, the employee will be given the choice to accept reclassification and reduction in pay or to separate from employment. If the employee's performance is not satisfactory, the employee will be terminated.
3. At any time during the pilot phase a presiding judge may seek approval from the Chief Justice to convert a current JSPP position to another JSPP position. If there is an employee

holding the JSPP position when it is converted, the employee will be given the choice to accept the new position, if the employee meets the minimum qualification for the new position and the employee's performance is satisfactory. If the employee does not meet the qualifications for the new position or the employee's performance is not satisfactory, the employee will be terminated.

D. Transition of Current Employee and Position Following Pilot Phase of Project

1. If the Court chooses to keep the Judicial Support Program options at the end of the pilot phase, the employee will transition to the classified district court paralegal position or classified staff attorney-district court position and receive credit for service in the JSPP position. The service in the JSPP position may apply toward the introductory period and anniversary date increases.

If the decision is to retain the JSPP law clerk position, the employee will transition to the non-classified (at will) law clerk position.

Although reclassification will occur, all JSPP position recording duties will continue to be required.

2. If the Court chooses to discontinue the Judicial Support Program at the end of the pilot phase, employees holding a JSPP position will be reclassified as an electronic court recorder or electronic recorder/transcriptionist if performance is satisfactory. An employee who chooses not to accept the reclassification and a pay reduction will be terminated. If the employee's performance is not satisfactory, the employee will be terminated.

E. Hiring Process

1. Analyze the type of support desired, resources required, transcript preparation plan and budget and determine position desired.
2. Contact the Human Resource Director to begin the recruitment and selection process.
3. The JSPP offer letter template must be used to offer the candidate the JSPP position. The applicable JSPP classification description must be included with the offer letter.