

## **ASSISTANT COURT REPORTER COORDINATOR**

### **DEFINITION**

Under supervision, insures that judges/courtrooms have assigned Court Reporters; may provide work direction and work coordination for Official Court Reporters; ensures the timely production of transcripts to the Court of Appeal; approves time off and maintains time sheets and attendance records for Court Reporters; schedules Court Reporters; supervises, coordinates, reviews, and evaluates the work of Pro Tempore Court Reporters, providing the verbatim official record of testimony and court proceedings in cases heard before the Superior Court of California, County of San Francisco. As needed, to provide the verbatim official record of all testimony and court proceedings in cases heard before the Court.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification. It is distinguished from the Court Reporter in that this classification is primarily dedicated to scheduling, supervising, coordinating, reviewing, and evaluating the work of Pro Tempore Court Reporters. As needed, this classification in a backup capacity serves as the Court Reporter Coordinator and will also schedule, coordinate, and review the work of Official Court Reporters.

### **REPORTS TO**

Court Reporter Coordinator.

### **CLASSIFICATIONS SUPERVISED**

The incumbent directly supervises Pro Tempore Court Reporters. May provide work direction and work coordination for Official Court Reporters.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assigns Court Reporters to Court Judges/Commissioners, as necessary, to insure adequate court room coverage; assists in the training of new Court Reporters on special case requirements; assists in the recruiting of new Court Reporters; recruits and schedules Pro Tempore Court Reporters; maintains time sheets and attendance records for Court Reporters; responds to problems regarding Pro Tempore staff performance from Court Judges/Commissioners and Attorneys; maintains records for monies collected. As needed, serves as Court Reporter Coordinator on a backup basis. As needed: Attends Court and Grand Jury sessions; makes verbatim official records of proceedings, often of a technical nature and at a high rate of speed; provides immediate read back of the records; prepares official transcripts of proceedings as requested; certifies the accuracy of court transcripts; files official transcripts; performs necessary research to verify case citations and spellings of legal, medical, and other special terms; prepares indices of witnesses and exhibits; responds to participants' requests regarding courtroom

## ASSISTANT COURT REPORTER COORDINATOR - 2

Superior Court of California  
County of San Francisco

Class Code: 255C  
Date Established: 5/1805  
Date Last Revised:

---

proceedings; operates a variety of office equipment, including transcription machines, computer terminals, printers, typewriters, copiers, and related equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit and maintain sustained high-speed reporting for extended periods; occasionally stand and walk; normal manual dexterity and eye-hand coordination; hear and distinguish words of various tones and volume; lift and move objects weighing up to 50 lbs; corrected vision to normal range; verbal communication; use of office equipment, including computer, transcription machines, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, conference room, Board Room, and courtroom environments in various locations throughout the County; occasionally may work outside to attend "on-site" viewing of places referred to in trials; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles of employee supervision.
- Principles and practices of work scheduling, assignment, and coordination.
- Principles and practices of court reporting.
- Legal record keeping practices and procedures.
- Legal terminology used in court proceedings.
- Current California statutes relating to court procedures, such as the Code of Civil Procedure, Probate Code, Family Code, Welfare and Institutions Code, Penal Code, Vehicle Code, and California Rules of Court.
- Statutes relating to Court Reporting services.
- Current word processing and spreadsheet preparation software.
- Medical and other special terminology used in Court proceedings.
- Proper English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Select and evaluate employee performance.
- Provide work coordination, scheduling, and direction for Court Reporters.
- Operate a stenotype machine to record all court proceedings and prepare an accurate and complete official written record.
- Understand, explain, and apply legal terminology, codes, and procedures.
- Exercise discretion and judgment in applying policies and procedures.
- Maintain confidential information when required by legal and ethical standards.
- Effective communication both verbally and in written form.

**ASSISTANT COURT REPORTER COORDINATOR - 3**

**Superior Court of California  
County of San Francisco**

**Class Code: 255C  
Date Established: 5/1805  
Date Last Revised:**

---

- Organize work and establish priorities.
- Work under pressure to produce accurate work and official transcripts within established deadlines.
- Work independently in a courtroom environment.
- Maintain confidential information when required by legal or ethical standards.
- Respond professionally and courteously to judges, attorneys, court staff, and the public.
- Establish and maintain cooperative working relationships with judges, attorneys, and court staff.

**Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of experience as a certified State of California Court Reporter in a large Court system, located in a metropolitan area.

**Special Requirements:**

Certification by the State of California as a Shorthand Reporter.

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*