

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Superior Court

### Job Description

**Job Title:** Court Reporter  
**Job Code:** 8065  
**Pay Grade:** 59  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Performs on a professional level the recording and transcribing of court and legal proceedings to document and produce verbatim records of verbal and nonverbal activities.

### **ESSENTIAL FUNCTIONS:**

- Produces a verbatim record of all proceedings using a manual shorthand system or specialized equipment.
- Reads back any previously recorded spoken testimony during court proceedings to judges, counsel, witnesses and jurors, and to jurors during deliberation when requested.
- Prepares verbatim transcripts in typewritten form from stenographic notes to be delivered in required time periods.
- Produces transcripts which involve typing or scoping, proofreading, collating, binding, delivering and billing to appropriate parties.
- Transcribes excerpts of testimony when required to provide verification of portions of testimony or argument.
- Signs all transcripts as a certified court reporter.
- Performs related duties and projects as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of courtroom practices and procedures, legal processes, and methods of courtroom reporting.
- Must have knowledge of legal, medical, and various technical terminologies, business English, grammar, and spelling.
- Must have skills in the use of stenographic recording and transcribing equipment, as well as other related court reporting equipment including computer or related equipment.
- Must have skill in transcribing from stenographic notes or use of computer-aided equipment for proper preparation of transcripts.
- Must have skills with desktop computers using software products for documenting verbatim courtroom proceedings.
- Must have the skills to effectively research and apply reference materials.
- Must have the ability to communicate effectively with a wide variety of courtroom persons including judges, attorneys, and other judicial coworkers.

**MINIMUM QUALIFICATIONS:**

A High School diploma, or equivalent G.E.D. certificate and two years of professional experience recording and/or transcribing verbatim court or legal proceedings. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Registered professional court reporter; must be certified by the Arizona Supreme Court pursuant to ARS 32-4021. Court Reporter certification must be maintained as a condition of employment.

**OTHER CERTIFICATION:**

A salary supplement will be provided for the attainment of the NCRA designations of Certified Real-time Reporter (CRR), Registered Merit Reporter (RMR), or Registered Diplomat Reporter (RDR).

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in a courtroom environment and may lift materials and/or equipment 20 lbs or less. Must have the ability to sit for long periods of time, listen to and comprehend multiple voice dialogues, and to observe clearly and record visual and nonverbal details.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Manager, Court Reporter or Site Coordinator at Juvenile Court. The incumbent performs duties under limited supervision and has no supervisory responsibilities.

Date:

Revised: 11/23/04; 07/06/05; 9/01/05; 10/26/07; 04/15/09; 09/23/13

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date