

SNOHOMISH COUNTY JOB DESCRIPTION

COURT REPORTER, LEAD

Spec No. 5013

BASIC FUNCTION

To make verbatim records of court and other proceedings and produce transcripts and to assist in the supervision of Court Reporters.

STATEMENT OF DUTIES

1. Leads Court Reporters and provides direct supervision to subordinates as required; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; handles day to day personnel questions and problems; advises, assists, trains, evaluates subordinates as necessary.
2. Receives, investigates and resolves complaints concerning the conduct of Court Reporters.
3. Records court proceedings, hearings and conferences.
4. Prepares verbatim transcripts of court and other proceedings; reads back portions of the transcribed record on order of the court.
5. Provides courtroom coverage during sick leave or vacation absences and obtains Pro Tem Reporter services as necessary.
6. Indexes and files paper notes of all court proceedings with the Snohomish County Clerk's Office.
7. May receive and direct incoming court related telephone calls; takes messages, determines needs, answers questions and furnishes information as appropriate.
8. Assists in scheduling appointments, meetings and conference rooms.
9. Types general correspondence and jury instructions as necessary.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years experience as a court reporter in the Snohomish County Superior Court; AND, the ability to take and transcribe accurately 175 words per minute of the judges charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180). Completion of a recognized court reporter training course is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- foreign words and phrases

Ability to:

- legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- record court or other proceedings verbatim with speed and accuracy using manual or machine recording techniques
- transcribe stenographic material into typewriter copy with speed and accuracy
- understand and correctly spell difficult terminology
- operate standard office equipment including telephones, typewriters and video terminals
- work under pressure
- concentrate
- understand and execute written and oral instructions

SUPERVISION

Court Reporters are responsible to the judge in whose court verbatim records are made plus additional supervision is received from the Superior Court Administrator and/or an Administrative Superior as assigned. The employee plans and carries out assignments on their own initiative. The work is reviewed through scrutiny of records by attorneys and litigants.

WORKING CONDITIONS

The work is performed in the usual office environment and a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977
Previous Spec No. 610636
Revised and/or Retitled: December 1986
EEO Category: 6 - Administrative Support
Pay Grade: 110 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous