

COURT REPORTING SERVICES

Job Class Specification

ADMINISTRATOR OF COURT REPORTING SERVICES

PURPOSE

Manages court reporting services (CRS) employees, including administrators and/or supervisors, and AOIC approved electronic recording and transcription equipment and performs other management duties for the judiciary as necessary.

The Administrator is the highest level of the CRS management series and is distinguished from the lower level administrator and supervisor positions by the level of management duties, the amount of supervisory experience and the number of other supervisors, employees and courtrooms supervised.

Work is performed under the direction of the chief judge, a presiding judge or an administrative supervisor and is reviewed through personal conferences, general observation of work in progress and upon completion.

This position is a full time administrative position; and therefore, courtroom assignments and transcript preparation should be limited to emergency coverage situations or upon completion of all supervisory and administrative duties.

ESSENTIAL FUNCTIONS

- Responsible to the Chief Judge and the administrator/supervisor, if any, designated by the Chief Judge.
- Complies with all applicable statutes, administrative orders, court rules and regulations promulgated by the Chief Judges through Court Reporting Services and any amendments thereof.
- Assists court managers and their supervisor with employee related issues.
- Follows proper courtroom etiquette, including, but not limited to, impartiality to parties, and appropriate demeanor and dress as specified by the regulations and local rules.
- Supervises the daily operation and maintenance of electronic recording and transcription systems as required.
- Reports any issues with employee performance or electronic recording equipment to the proper authority and/or the Chief Judge's office.
- Performs supervisory duties as assigned, including but not limited to: staff scheduling, tracking leave benefit balances, ensuring proper operation of electronic recording systems, submitting required paperwork to CRS, training, and ensuring appropriate media and note storage, transcript accuracy, and staff performance.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS

Ten (10) years of experience in a court related or legal environment is required, seven (7) years of which should be in a managerial or supervisory capacity. Relevant education, training or degree may be substituted for experience.

SELECTION FACTORS

Knowledge and Skills

1. Knowledge of structure and operation of the Illinois trial courts.
2. Ability to manage professional staff.
3. Knowledge and skill in the use of personal computer and applications (i.e. word processing, spread sheet or database).
4. Ability to verify working order of electronic recording and transcription equipment and relate problems in a professional manner to the Administrative Office or appropriate vendor.
5. Ability to supervise and train staff on electronic recording and transcription procedures.
6. Ability to effectively coordinate a variety of projects and a heavy work volume.
7. Work effectively in stressful situations or with deadlines.
8. Strong working knowledge of case management, courtroom etiquette and procedures.
9. Knowledge of general office procedures, composition, records management and office communications.
10. Ability to communicate effectively, verbally and in writing.
11. Ability to review documents for proper form, content, accuracy and agreement with policies.
12. Associates with employees and the public in a pleasant, courteous and helpful manner.
13. Ability to be flexible and respond to change productively.

Physical Requirements

1. Ability to retrieve files.
2. Ability to sit for extended time periods.
3. Normal office working environment requiring telephone usage and ability to process written documents.