

Court Reporting Supervisor Responsibilities

This list is intended to be guide, but not an all-inclusive list of responsibilities of the court reporting supervisor. The Chief Judge may assign more or less responsibilities to the supervisors as he or she deems appropriate.

Scheduling/Assignments

1. Scheduling reporters, assigning to courtrooms and/or electronic recording duties as needed. An assignment rotation should be used to distribute workloads, including pending transcript requests, and for leave coverage as determined by the Chief Judge.
2. Collect and review monthly report of transcripts on order. Follow up on backlogs or orders not completed in a timely manner. Reporter scheduling may need to be adjusted to accommodate.

Attendance/Leave Balances

3. Track paid leave time balances for employees. Check balances prior to approving leave to ensure there are no negative leave balances.
4. Preparing monthly attendance reports for CRS, submitting by the 10th of the following month.
5. Match quarterly attendance statement from CRS with leave balance records to ensure accuracy.
6. Provide notification and projected time sheets for unpaid leave.
7. Forward leave of absence paperwork to CRS required for sick leave, FMLA, unpaid leave.
8. Ensure physician statement is attached and up-to-date when applicable. Physician statements should have either a return to work date or a follow up appointment date. They may not be open-ended.

Vouchers

9. Checking accuracy of transcript vouchers prior to submission to CRS: all original signatures, all required fields completed, required documentation attached, documentation matches the voucher (*typically in single-county circuit*).
10. Checking accuracy of travel vouchers against the reporter's schedule and the mileage from the provided mileage tables. If the mileage does not match the table (within a few miles), a travel's explanation is necessary.

Required paperwork

11. Review semi-monthly payroll vouchers from the Comptroller's office for accuracy, as compared to the previous voucher. If there are changes to the totals from previous voucher, make sure you are aware/approve of the change before signing.
12. Notify CRS by email immediately when an employee will be going on unpaid leave for any duration. Forward documentation once it is received. You do not need to wait until paperwork is received to notify CRS.
13. Perform annual employee evaluations.
14. Collect and verify receipt of Annual Financial Disclosures by May 1st each year. Forward COPIES to CRS.
15. Keep and maintain employment files on behalf of the Chief Judge.

Liaison to CRS

16. Act as a liaison between reporters and Court Reporting Services: distribute information provided through email and mail regarding their employment, also fielding reporter questions regarding work.
17. Ensure address/name change paperwork is completed and submitted to the correct departments.
18. Contact person for approval/delivery of any CRS ID card requests.

Hiring/New Employees

19. Communicate to CRS the need for vacancy listings to be added/removed from website.
20. Accept and review applications/resumes. Perform interviews and advise the Chief Judge on the best candidate(s).
21. Understand and be able to calculate starting salary based on qualifications.
22. Provide CRS with the application form, verify starting salary and start date.
23. Understand the new hire paperwork requirements. Be able to answer questions which may assist in completing forms.
24. Collect completed paperwork for new hires and submit to the proper offices by fax or US Mail.

New Employee Training

25. Provide orientation and training for new employees (training manual being developed).
26. Go over key provisions in the *Administrative Regulations* and the appendix for page rates, transcript billing to the state, and billing processes. Explain county vs. state billing for transcripts. Stress the importance of getting to know the *Administrative Regulations*, and asking questions when they have them.
27. Follow up on all new employees for a minimum of one to six months, as needed. During this time, newer reporters are mentored closely concerning the job and transcript format/accuracy. A mentor shall be assigned for transcript review purposes if the supervisor is not a court reporter.

Other duties

28. Coordinate proficiency examinations given in the circuits to include forwarding applications to CRS, reserving suitable exam space within the courthouse. Monitoring Part-A exam and forwarding final transcript for grading when necessary.
29. Verifying ShareFile and/or reporter notes have been properly uploaded or stored.

Electronic Recording, if applicable

30. Understand the general operating requirements of ER system and backups.
31. Ability to troubleshoot issues when necessary and relay information to support personnel.
32. Determine assignments of transcripts from ER system.

Working knowledge of the following:

33. The *Administrative Regulations* and other CRS resource documents.
34. Laws and statutes governing courts and court reporting in Illinois.
35. General human resources laws and guidelines regarding employee discrimination, confidentiality and employee rights.