

Director of Court Reporting Services
Duties and Responsibilities

1. Supervise/manage the Court Reporting Services (CRS) program and administrative staff
2. Monitor Illinois statutes, Supreme Court rules, human resource requirements and best professional practices to ensure our Administrative Regulations and policies are in compliance and provide adequate direction to employees.
3. Conference of Chief Judges
 - a. Propose agenda items and plan biannual CRS meetings in January and June of each year
 - b. Prepare materials/documentation on subject matter for a vote when a statewide consensus is needed when items are not addressed through standard policies and procedures
 - c. Notify judges in a timely manner of information and/or changes which affect their management of court reporting
 - d. Act as an administrative liaison with the Chief Judges in order to maintain continuity of the management of court reporting resources in Illinois
4. Executive Committee
 - a. Provide information affecting CRS to Executive Committee in a timely manner
 - b. Provide relevant documentation and request Executive Committee votes on items which are not standard policies and procedures
 - c. Coordinate teleconferences and other meetings of the Executive Committee when
5. Budget
 - a. Prepare annual budget submission for the legislature
 - b. Prepare opening oral testimony for Executive Committee for legislative hearings
 - c. Track and evaluate expenditures monthly from reports provided by the Office of the Comptroller (IOC)
 - d. Provide Executive Committee a monthly update by email of budgetary expenditures and any predicted shortfall or lapse
 - e. Develop plans for lapse period spending
6. Payroll
 - a. Track step increase and other salary changes for CRS employees
 - b. Prepare semi-monthly payroll reports and submit to the IOC noting any payroll changes or adjustments
 - c. Calculate annual cost of living increases and other salary increases as directed by the Chief Judges
 - d. Complete verification of employment forms for employees applying for loans

7. Illinois Department of Financial and Profession Regulation (IDFPR)
 - a. Provide electronic file of Official Court Reporters (OCR) every other year for continuing education waiver as directed by the Certified Shorthand Reporters Act
 - b. Verify credentials, provide proper documentation and process employee applications for restricted CSR licenses.
 - c. Renew CSR Continuing Education license in ODD numbered years.
8. Annual CRS Seminars
 - a. Present session on updates and changes affecting CRS employees at the annual continuing education seminar each year
 - b. Renew CSR Continuing Education (CE) license every other year with IDFPR
 - c. Maintain CE records as required by the state and Supreme Court
 - d. Act as a liaison with the Supreme Court and AOIC as needed for Judicial Education projects
9. Circuit Supervisory Staff
 - a. Act as a liaison with the circuits to ensure compliance with applicable statutes, rules, polies and regulations
 - b. Inform supervisors in a timely manner of policy and procedure changes and other information affecting CRS employees
 - c. Provide training for supervisory staff as needed regarding policies and procedures
10. Circuit Court of Cook County - provide information to Cook County administration as needed for union negotiations
11. Technical duties
 - a. Update website as needed - www.illinoisofficialcourtreporters.com
 - b. Activate new accounts for ShareFile as needed. Make changes to existing accounts as necessary.
12. Public relation duties
 - a. Respond to public inquiries about court reporting in the Illinois Courts
 - b. Update social media for employee recruitment purposes
13. Recruitment and promoting the profession
 - a. Monitor trends in the profession and court reporter education for recruitment ideas
 - b. Prepare promotional materials for recruiting to the profession or recruiting established reporters to work for the Illinois Courts
14. Act as a liaison to other state agencies as needed: IOC, AOIC, IDFPR
15. Act as a backup to other CRS staff as needed