NEW MEXICO JUDICIAL BRANCH

CERTIFIED REAL TIME COURT REPORTER

(At-Will or Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range II/JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9097JB (Classified) 9096JB (At-Will)
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general supervision makes an instantaneous accurate, and verbatim stenographic record of court proceedings and processes instantaneous transcripts.

EXAMPLES OF JOB DUTIES

- **The Certified Real-Time Court Reporter** is responsible for stenographically reporting judicial proceedings resulting in a written record to provide litigants, attorneys, special commissioners/hearing officers, and judges.
- Provides access to the record for appellate review, trial preparation, and preparation of orders.
- Produces timely transcripts of court proceedings, resulting in certified transcripts.
- Retrieves and researches files for real-time case preparation and real-time transcript production.
- Researches and verifies legal, medical, expert, and technical terminology by means of legal research software or judicial experience.
- Converts transcripts from steno to English.
- Prepares and maintains master and case dictionary for translation.
- Marks files for identification and accounts for court exhibits to safeguard evidence as public, sequestered, or sealed exhibits.
- Provides, maintains, and troubleshoots personal reporter hardware and software.
- Keeps log and archives prepared transcripts by backing up notes to a hard drive.
- Prepares and files interoffice correspondence and court documents.
- Supports hearing impaired individuals by providing real-time transcripts of judicial proceedings under the Americans with Disabilities Act (ADA).
- Assists court personnel, the general public, litigants, and attorneys with real-time training and information.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of machine shorthand; state-of-the-art stenographic hardware and software; vocabulary of legal, technical, and medical terminology; courtroom procedures; the statutes and rules governing the recording of judicial proceedings; the rules of Civil and Criminal Procedure; the rules of Appellate Procedure and the State Records and Retention Statute as it relates to court reporting; the NM Court Reporters Board Code of Professional Conduct; litigation support software; legal research methods; court records maintenance, retention and destruction; budget management including: performance-based, program budget preparation and tracking projected and expended program funds; grant procedures and grant writing techniques.

MINIMUM QUALIFICATIONS

Education: Associate's Degree from an accredited college or university in Court Reporting or completion of a course of Court Reporter study at an accredited court reporting school.

> **Education Substitution:** High school diploma or GED, or completion of a course of Court Reporter study at an accredited court reporting school, or two (2) years of experience making verbatim records of proceedings by means of machine shorthand as specified in the New Mexico Rule 22-203.

Experience: One (1) year of reporting experience in a court or legal setting.

> **Experience Substitution:** None.

Licensure: Current National Court Reporters Association Certified Real Time Reporter (CRR) Certification, or ability to attain National Court Reporters Association Certified Real Time Reporter (CRR) certification within one (1) year of hire into the Certified Real Time Court Reporter job classification preferred.

Other: National Court Reporters Association Certified Real Time Reporter (CRR) Certification Preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 03/09/98 (Real-time Court Reporter), Rev: 12/07/07 (Certified Real-Time Court Reporter), 09/23/10 (At-Will), 10/04/13 (At-Will & Classified), 12/11/13, 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23 Rev Pay Range: 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.