

NEW MEXICO JUDICIAL BRANCH

MANAGING COURT REPORTER

(Classified)

TARGET SALARY: \$66,514-\$133,026 annually, or \$31.978-\$63.955 hourly depending upon experience (pay range JJ/KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9099JB

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 administrative direction manages court reporter operational, administrative functions and courtroom technology.

EXAMPLES OF JOB DUTIES

- **The Managing Court Reporter** is responsible for researching and implementing courtroom technology, litigation support and new policies and procedures for the court.
- Trains, supervises, evaluates and motivates court monitors.
- Perform the work of a Certified Court Reporter.
- Prepares, presents and submits yearly department budget to the Court Executive Officer or management, and ensures department works within budget.
- Ensures the provision of court reporting and transcription information and services.
- Facilitates and directs the accurate and timely filing of an appeal, non-appeal, real-time and expedited transcripts produced by official court reporters and court monitors.
- Prepares vouchers, receipts, and processes payments for contract reporters or vendors.
- Implements litigation support in the courtroom to increase judicial efficiency and verbatim transcript production.
- Assigns work to ensure appropriate court reporting services are provided by the use of per diem reporters, classified court reporters, and classified court monitors.
- Conducts and facilitates reporter/monitor meetings to address concerns, implements changes, and develops goals and objectives.
- Researches, initiates and standardizes all court reporting/courtroom technology including hardware, software and litigation support.
- Archives, stores and retrieves stenographic notes for judicial districts.
- Prepare and conduct educational workshops and serve on statewide boards or committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques, 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; understanding the difference between providing information and legal advice; budget management including: performance-based, program budget preparation and tracking projected and expended program funds; grant procedures and grant writing techniques.

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: Two (2) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Five (5) years of court reporting experience of which two (2) years must have been supervisory experience.

Experience Substitution: None

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing Leadworker duties equals six (6) months of supervisory experience. Assigned Leadworker duties include but are not limited to: train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

Licensure: New Mexico Certified Court Reporters (CCR) License.

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, Rev: 12/07/07, 05/24/12, 02/10/20, Benefits updated: 02/26/21; Rev: 05/27/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 added supervisory substitution 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.