

NEW MEXICO JUDICIAL BRANCH

CERTIFIED COURT REPORTER

(Classified & At-Will)

TARGET SALARY: \$49,473-\$98,946 annually, or \$23.785-\$47.570 hourly depending upon experience (pay range HH/II)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt / Non-Exempt

JOB CODE: 9090JB (Classified) 9095JB (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 accurate, verbatim stenographic record of court proceedings.

EXAMPLES OF JOB DUTIES

- **The Certified 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 written transcripts of court proceedings, resulting in certified transcripts.
- 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.
- Retrieves and reviews court files for transcript preparation.
- 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 hard drive.
- Assists court personnel, the general public, litigants and attorneys with requests for transcript information.
- May audibly record judicial proceedings, and creates and files a log and/or receipt of proceedings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their 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.

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: New Mexico Certified Court Reporters (CCR) License [to be renewed annually].

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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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 (Court Reporter), Rev: 12/07/07 (Certified Court Reporter), Audited: 08/11/12, Rev: 12/11/13, 02/11/20, Benefits updated: 2/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23
Rev Pay Range: 07/06/24

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](#).