

# NEW MEXICO JUDICIAL BRANCH

## CERTIFIED COURT REPORTER SUPERVISOR

(Classified)

**TARGET SALARY:** \$56,272-\$112,547 annually, or \$27.054-\$54.109 hourly depending upon experience (pay range II/JJ)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 9098JB

**BENEFITS:** Competitive benefits package offered

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### **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 direction supervises court reporters and court monitor operation and administrative functions.

### **EXAMPLES OF JOB DUTIES**

- **The Certified Court Reporter Supervisor** is responsible for assigning work to ensure appropriate court reporting services are provided and works as a Certified Court Reporter or Monitor in the courtroom.
- Trains, supervises, evaluates, and motivates a professional staff of two or more court reporters.
- Stenographically reports judicial proceedings resulting in a written record and provides to 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.
- Prepares and maintains job 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.
- Prepares and files interoffice correspondence and court documents.
- 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 knowledge of supervisory techniques; machine shorthand; state-of-the-art stenographic hardware and software; extensive vocabulary of legal, technical, and medical terminology; courtroom procedures; the statutes and rules governing the recording of judicial proceedings; rules of Civil and Criminal Procedure; rules of Appellate Procedure; State Records and Retention Statute as it relates to court reporting; the New Mexico Court Reporters Board Code of Professional Conduct; employment law; New Mexico Judicial Branch Personnel Rules, policies and procedures; the difference between providing information and legal advice; litigation support software; and legal research methods.

## **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:** Four (4) 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 [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 (Supervising Court Reporter), Rev: 12/07/07 (Certified Court Reporter Supervisor), Audited: 08/11/12, Rev: 12/11/13, 02/18/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23 Rev Pay Range: 07/06/24

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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](http://nmcourts.gov).