

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COURT REPORTER SUPERVISOR

POSITION CODE: 09903

Effective: 8-1-84

DISTINGUISHING FEATURES OF WORK:

Under general direction, as a Court Reporter Supervisor, plans, organizes, controls and supervises a large subordinate staff of Court Reporters; monitors, controls and supervises the timely completion of recorded transcripts; develops and implements work procedures for preparation of transcripts; scheduling of Court Reporters and filing of certified return receipts; supervises the maintenance of transcript and correspondence files and exhibit documents; functions as a liaison interceding on disagreements or complaints between arbitrators, lawyers, and Court Reporters; additionally functions as a Court Reporter recording verbatim testimony presented in formal review hearings; transcribes and issues certified copies of recorded transcripts.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, organizes, controls and supervises a large statewide staff of approximately 26 Court Reporters, Industrial Commission Court Reporters and support clerical staff within the operations of the Court Reporter Section in the Industrial Commission; monitors, controls and supervises the assigning of Court Reporters and required completion dates of recorded transcripts.
2. Plans, organizes and implements procedures concerning the timely completion of recorded transcripts and guidelines for requested transcripts according to the Illinois Certified Shorthand Reporters Act.
3. Interviews and hires applicants for vacant positions within the section; investigates disciplinary actions and authoritatively recommends appropriate action to the commission.
4. Supervises and maintains control over the preparation of reporters cards which contain information concerning the status of case transcripts in review; supervises the maintenance of records of all exhibits extracted from the files and those to be sent to Court Reporters servicing downstate districts.

COURT REPORTER SUPERVISOR (Continued)

5. Functions as a liaison interceding on disagreements or complaints between arbitrators, lawyers and Court Reporters; answers and attempts to resolve concerns of reporters' work flow during judicial proceedings, requested exhibits and completed transcripts.
6. As an Industrial Commission Court Reporter, records verbatim difficult testimony presented in appeal hearings, i.e., legal, technical and/or medical terminology, given before a commissioner and provides certified copies of recorded transcripts.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires three years of experience as a certified Court Reporter.

Requires possession of a valid Illinois Certificate of Registration as a certified shorthand reporter.

Knowledges, Skills and Abilities

Requires thorough knowledge of stenotyping or other methods of recording verbatim testimony at a high rate of speed.

Requires thorough knowledge of business English and spelling with the vocabulary necessary to record testimony involving technical, medical and legal terms.

Requires extensive knowledge of the legal practices and the preparation and use of court records.

Requires extensive knowledge of office practices, policies and procedures.

Requires ability to prepare accurate and complete transcripts of verbatim testimony in formal proceedings.

Requires ability to correctly transcribe testimony spoken in various idiomatic phrases.

Requires ability to plan and supervise subordinate staff.

Requires ability to plan, develop and implement policies and procedures effecting the Court Reporter System.

Requires ability to establish and maintain harmonious working relationships with others.

Requires skill in the development of total recall necessary to record dictation at a high rate of speed with extreme accuracy.