

# Market Range Detail - Court Reporting Manager

## Effective Date

July 7, 2010

## Market Range Title Description

This is a single position market range title responsible for the planning, direction, and management of court reporting services provided to all Superior Court and Justice Court locations. Work is directed through a large staff of Court Reporters who record and transcribe legal proceedings. The incumbent has full supervisory responsibility including evaluating performance, coaching and disciplining staff, training, hiring new staff, and determining work priorities. Other responsibilities include: managing the operations of all court reporting services; ensuring courtroom coverage and determining Court Reporter assignments; developing and implementing court-wide policies and procedures; participating in department strategic planning including establishing goals, strategies and priorities; developing and monitoring the area budget; managing contracts for contracted Court Reporters; evaluating the effectiveness of service delivery and developing strategies for improvement; ensuring accuracy and quality of work products produced by staff; resolving complex and sensitive operational issues; monitoring legislative changes affecting court reporting operations and providing recommendations for action; leading special projects; working closely with Court management, Judicial Officers, and judges. The Court Reporter Manager reports to a Deputy Director – Superior Court.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.51	\$37.67	\$45.82

## Likely Minimum Qualifications

- Successful completion of a formal court reporter training program.
- Certification as a court reporter pursuant to A.R.S. §32-4001, et seq., including the National Court Reporters Association's Registered Professional Reporters Certification.
- Four years of court reporting experience including at least one year of lead or supervisory experience.
- High school diploma or GED.

## Working Titles

- Court Reporter Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.