

**STATE OF NEW MEXICO
SECOND JUDICIAL DISTRICT COURT
HUMAN RESOURCE OFFICE
400 Lomas NW (Third Floor/Room 325)
Albuquerque, NM 87102**

J O B A N N O U N C E M E N T

JOB CLASSIFICATION: **CERTIFIED COURT REPORTER (FT-PERM)
Position #372**

ASSIGNMENT LOCATION: **COURT REPORTER/COURT MONITOR DIVISION**

RANGE: Range HH/II; \$19.231 hourly (80% compa-ratio) to \$24.039 hourly (100% compa-ratio)
Current Employees Refer to NM Judicial Branch Personnel Rules

WORKING DAYS/HOURS: Monday through Friday; 8:00 a.m. - 5:00 p.m. (Subject to change or as assigned)

CLOSING DATE: **POSITION POSTED UNTIL FILLED**

TO APPLY: **Apply at or send application or resume supplemental form and proof of education
and certifications to the above address. Applications not including copies of
information requested on the employment application will be rejected.**

OTHER: Completion of a post offer background check will be required.

SUMMARY OF POSITION: Under supervision, make an accurate, verbatim stenographic record of court proceedings.

EDUCATION: Associates Degree in court reporting or completion of a Court Reporter training program. Completion of a New Mexico Court Reporter training program.

EDUCATION SUBSTITUTION: High school diploma or GED and any combination of experience, training, and/or education that demonstrates reasonable proficiency in making verbatim records of judicial or related 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].

OTHER: Completion of a post offer background check will be required.

KNOWLEDGE: Knowledge of machine shorthand; state-of-the-art stenographic hardware and software for capturing and producing the stenographic record; proper English usage, grammar, vocabulary and spelling; extensive vocabulary including legal, technical and medical terminology; courtroom procedures; statutes and rules governing the recording of judicial procedures; rules of Civil and Criminal Procedure; rules of Appellate Procedure; State Records and Retention Statute as it related to court reporting; the New Mexico Court Reporters Board Code of Professional Conduct; the difference between providing information and legal advice; litigation support software; legal research methods; general office practices and equipment (i.e., telephone, printer, copier, fax, scanner, and calculator).

SOFTWARE/HARDWARE: **The Court provides Eclipse Software; the Employee provides Writer and Hardware.**

SKILL & ABILITY: Skill in being attentive to details; stenographic reporting and transcribing; concentration fully, remaining alert and neutral in court proceedings; maintain confidentiality; communicating in a courteous and professional manner with judges; the public, attorneys, jurors and all other parties involved in cases; understanding written and oral instructions; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; knowing when to seek assistance; operating a stenograph machine in excess of 225

wpm with 95% accuracy; conducting legal research; utilizing computer software application (i.e., word processing, spreadsheets,

databases, court case management system, transcription, e-mail and Internet); troubleshooting errors with transcription equipment; maintaining dictionaries; providing good customer service; using common sense; filing and typing. Ability to sit and report uninterrupted for long periods of time while maintaining complete concentration; maintain composure while listening to difficult, sensitive and emotional issues; convert shorthand to written transcripts; utilize legal software; organize and prioritize workload; understand complex and technical terminology; communicate effectively both orally and in writing with diverse parties; respond appropriately to stressful situations involving distraught, angry or emotional persons; be informative without giving legal advice; multi-task; meet deadlines under pressure; establish and maintain cooperative working relationships; work as a member of a team; show diplomacy; receive and follow directions; apply relevant policies and procedures to assigned work; and provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers, supervisors, managers, judges and the public; work under severe time constraints and meet multiple demands from several people. The activities of this job may require uninterrupted periods of continuous stenographic reporting. The work performed requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating building and outdoor temperature; mental fatigue; hostile or violent situations that may arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions.

BENEFITS*

Leave

Annual and sick leave are accrued by regular, full-time employees at the rate of 4.62 hours annual and 3.69 hours sick leave, per bi-weekly pay period. A total of ten paid holidays per calendar year.

Group Health Insurance

Blue Cross Blue Shield (HMO)

Presbyterian Health Regional Health Maintenance Organization (HMO)

The Health Insurance Plans provide comprehensive services for you and your family for illness and injury (not arising in connection with your employment).

Group Life, AD&D and Disability Insurance

\$50,000 of Basic Life, \$50,000 of Accidental Death and Dismemberment and Short and Long Term Disability Insurance.

Group Dental Insurance

Delta Dental

The dental option provides preventive, basic, major, or orthodontic dental care and treatment.

Group Vision Insurance

Davis Vision

The plan is designed to provide for regular eye examinations and benefits toward vision care expenses including glasses or contact lenses.

Public Employees' Retirement Association

Employees of affiliated public employers are required to become members of the P.E.R.A. as a condition of their employment. The contribution amount is 8.92 percent of your gross bi-weekly earnings. Voluntary retirement is attained with 30 or more years of credited service, at any age.

*All benefits are subject to change.

Equal Opportunity Employer

8/24/2018