

**Alaska Court System
Class Specification**

TRANSCRIPT SUPERVISOR

Range: 14

EEO4: 02

SOC: 43-1011

Class Code: C5301

Definition:

Under general direction, the Transcript Supervisor is responsible for the management, supervision, and coordination of all activity of the Statewide Transcript Office and administration of the statewide transcript contract. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Transcript Supervisor manages and administers the Statewide Transcript Office and manages, coordinates, and assigns transcript contracts with private contractors. The duties also include supervising and training two employees.

Supervision Received: The Transcript Supervisor receives general direction from the Clerk of the Appellate Courts. Routine detailed work is rarely reviewed. Supervision and evaluation are based on the overall production and efficiency of the Statewide Transcript Office.

Supervision Exercised: The Transcript Supervisor is responsible for the recruitment, training, evaluation, and discipline of two Deputy Clerks. They may also settle disputes or recommend resolutions among subordinate employees. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Prepare cases for assignment to private contractors by making duplicate tapes, copying log notes, calculating transcript page estimates, setting up tracking records, and completing forms for assignment.

Perform quality control checks on transcripts by proofreading and checking transcript format. Communicate with contractors regarding the status of their work as it relates to the contract.

Maintain records on contractors to track quality, timeliness, extensions, acceptance and/or rejections of transcripts pursuant to the contract.

Complete forms to authorize payment to contractors. Advise Fiscal Operations if contractors fail to perform under the contract.

Receive and review all transcript requests. Coordinate with court employees statewide to direct all transcript requests along with tapes and log notes to the statewide transcript office.

Maintain and update the Manual of Transcript Procedures as required. Train, instruct, and answer questions from contractors pertaining to the manual and the format required by the Alaska Court System.

Maintain records on transcripts and record quality. Prepare status reports for the Deputy Administrative Director, the Appellate Courts, and regional appeals clerks.

Maintain equipment inventory and order supplies.

Perform other related duties as required.

Knowledge, Skills, Abilities:

The Transcript Supervisor requires knowledge of:

- The structure and function of the Alaska Court System.
- Proper English usage and spelling.
- Operation of transcript recording equipment.
- Legal terminology.
- The principles of supervision, management, and training.

The Transcript Supervisor requires skill in:

- The operation of standard and specialized office software and database applications.

The Transcript Supervisor requires the ability to:

- Analyze situations and take prompt, effective action.
- Instruct and supervise subordinates.
- Establish and maintain cooperative relationships with those contacted in course of work.
- Function with a high degree of initiative, independence, and discretion.
- Communicate with others effectively verbally and in writing.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND two years of work experience as a transcriber AND two years of responsible office clerical work experience in the legal system, one year of which must have included lead or supervisory responsibilities.

Note: Legal office clerical work experience includes service such as a Deputy Clerk II, Deputy Clerk III, Legal Technician, or Administrative Assistant with the Alaska Court System, or work in a public or private sector law office requiring the review and processing of legal documents.

09/95 – Original

02/13 – Revised, WPA, Change Class Code

02/14 – Remove MQQ's