

To all Court Reporters,

The Arkansas Legislative Council recently approved **Interim Study Proposal 2013-162**. The purpose of this study is to review the employment structure, practices, salary, leave administration, and funding structure of Court Reporters and Trial Court Administrative Assistants employed by the Circuit Courts of Arkansas. The Bureau of Legislative Research, Administrative Office of the Courts, Supreme Court, and the Department of Finance and Administration have all been requested to take part in the study. The Bureau of Legislative Research is currently in the process of compiling facts and data as related to individual salaries, enacted legislation, and current operating procedures to provide better insight into these two classifications.

Please complete the attached questionnaire by September 6, 2013 and return a signed copy to:

Tony Robinson  
Bureau of Legislative Research  
One Capitol Mall, 5<sup>th</sup> Floor, Room F-506  
Little Rock, AR 72201.

If you would like to send a PDF copy of the completed and signed questionnaire, you may do so by sending it to [robinsont@blr.arkansas.gov](mailto:robinsont@blr.arkansas.gov) with the word "Questionnaire" in the subject line.

Please provide any additional information or comments that you feel are pertinent to the review of these classifications. Thank you for taking the time to complete the questionnaire.

Sincerely,  
Tony Robinson  
Administrator, Personnel Review  
Bureau of Legislative Research  
501-537-9108  
[robinsont@blr.arkansas.gov](mailto:robinsont@blr.arkansas.gov)

## Interim Study Proposal Questionnaire for Court Reporters

(Please type your answers under the questions and feel free to add as much detail as needed.)

1. Employee Name:
2. Judicial Circuit, District, and Supervising Judge's Name:
3. Years of state service as a Court Reporter for Circuit Courts:
4. Years of county service as a Court Reporter prior to 1981:
5. Please list any previous job experience you feel is relevant to your job as a Court Reporter:
6. Do you have a post-secondary degree?
7. If yes to question 6, what type of degree and in what field of study?
8. On average, how many hours per month do you spend preparing transcripts for non-indigent hearings and trials?
9. How much of that is completed during work hours?
10. How much is completed during non-work hours?
11. On average, how many hours per month do you spend preparing transcripts for indigent hearings and trials?
12. How much is completed during work hours?
13. How much is completed during non-work hours?
14. In addition to your state salary, what are you average yearly earnings from non-indigent transcript preparation?
15. In addition to your state salary, what are you average yearly earnings from indigent transcript preparation?
16. Do you freelance as a Court Reporter for private entities such as businesses, law firms, or commissions?
17. Do you freelance as a Court Reporter for any public entities such as state agencies, boards, or commissions?

18. If yes to question 16 or 17, do you perform any of these freelance duties during regular work hours?
19. Do you take leave for any freelance duties completed during regular work hours?
20. Do you currently receive a county supplement to your state salary?
21. If yes to question 20, which county or counties provide the supplement and how much do you receive per month?
22. Are you a Certified Realtime Court Reporter?
23. If yes to question 22, have you received an increase in your salary based on your completed certification?
24. Does a county provide you with an office/workstation or are you required to work from home?
25. If you are provided an office/workstation, in what county is it located?
26. Is this office/workstation located at the same county as your supervising judge's office/workstation?
27. If no to question 26, what is the office/workstation location of your supervising judge?
28. Please rank your 5 most important job duties with 1 being the most important.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
29. Do you supervise other employees?
30. If yes to question 29, how many people do you supervise?
31. Are they county or state employees?
32. On average, how many hours per week do you spend in a courtroom?

33. Have you been granted leave other than Annual or Sick Leave in the past two years (examples include Compensatory Time, Administrative Leave, etc.)?
34. If yes, what was the purpose or reason for the additional leave?
35. During the last two years was your office closed other than weekends or holidays?
36. If yes, for what purpose?
37. Did you use leave time during any period when your office was closed?
38. If yes to question 37, which type of leave did you use?
39. Are you provided the necessary work supplies required to perform your job, such as court reporting machines, office equipment, printers, ink, etc?
40. Do you provide any of your own equipment or supplies?
41. Please list any equipment or supplies you provide.
42. Are you required to store evidence or court documents outside of a county provided office/workstation?

Please provide any additional information or comments that you feel are pertinent to the review of your job duties, salary or leave administration.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Judge Signature

\_\_\_\_\_  
Date