



## **COURT REPORTER**

Salary Range: \$57,158 - \$69,472/yr.  
Full-time (40 hours per week)  
Full Benefit Package

Announced: February 6<sup>th</sup>, 2018  
Final Filing Date: Extended to April 30<sup>th</sup>, 2018\*

### **Position Summary:**

Under general supervision, records verbatim stenographic notes and accounts of court proceedings; transcribes such notes as required.

### **Distinguishing Characteristics:**

This is a journey level classification in which incumbents are responsible for independently providing court reporting services within an assigned courtroom or other court proceedings. Work may involve real time transcription, traditional stenographic recording or use of audio/video recording media.

### **Example of Essential Duties:**

(This is not an all inclusive list, but rather a representative sample of duties). Court Reporter is to record and compile a verbatim record of courtroom proceedings and testimony, including words spoken, movement of proceeding participants and actions taken. Asks Judge for clarification of instructions, orders, or other actions to properly note the official record. Reporter reads back all, or portions of, the official court proceedings including previously spoken testimony to judges, counsel, witnesses and jurors upon request. Transcribes and prepares verbatim notes in printed or magnetic media transcripts using computer-aided transcription software within prescribed time deadlines. Performs basic legal and office file research to ensure appropriate case documentation of names, quotations and similar information. May transcribe and/or provide transcripts for other public bodies such as the Grand Jury.

### **Education and Experience:**

Must possess a current Certified Shorthand Reporter Certificate (CSR). Real-time skills and equipment experience preferred. The ideal applicant will have 3-5 years court reporting experience. Possession of a driver's license may be required.

### **Knowledge, Skills and Abilities:**

Ability to use, adjust and perform minor maintenance on stenographic and similar equipment related to court reporter work. Knowledge of basic legal, medical and related technical terminology and processes; courtroom practices and procedures; business English including spelling, punctuation, and grammar are desired. Have the ability to demonstrate court operations and procedure, courtroom etiquette and conventions. Must be able to take verbatim dictation of courtroom and related proceedings and transcribe such information rapidly and accurately at a rate of at least 200 words per minute; understand and follow oral and written instructions; be patient, tactful and courteous when dealing with judges and officers of the court, the public and co-workers.

\*Previous applicants will be considered. Therefore no need to reapply.

### Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodations to qualified individuals with disabilities in compliance with state and federal law.

## THE EMPLOYMENT PROCESS

**How to Apply:** The job announcement and application packet may be obtained by contacting the Human Resources Department, see contact info below.

**Application:** Prospective employees must submit an application and any other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application, but are accepted.

It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested, including signatures and dates. Incomplete applications will be rejected.

**Examination:** Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof.

**Exam Accommodation:** Disabled applicants who require special testing arrangements must contact the Human Resources Department.

**Waiting Period:** New Employees may not use paid time off until after completing 160 hours of continuous employment.

**Condition of Employment:** Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

**Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

## COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 1040 hours of satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform 2080 hours of satisfactory service before consideration for the next salary step increase.

## EMPLOYEE BENEFITS

- Paid Time Off: 15 days per year, increases with longevity
- Paid Holidays: 13
- Health plans: choice of 5 CalPers Health Insurance Plans
- California Public Employees' Retirement System (CalPers)
- Dental plan
- Vision plan
- Sick Leave: 17 days annually
- Bereavement Leave
- Term Life insurance: Court provided coverage of \$25,000 life/\$25,000 AD&D  
*Supplemental life coverage available*
- Flexible Spending Account Plan (FSA) for medical/dependent care expenses (pre-tax)
- 457(b) Deferred Compensation Plan (pre-tax)
- Employee Assistance Plan

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE. THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE.**

Call our Human Resources Department at 707-269-1202

Email us at [HR@humboldtcourt.ca.gov](mailto:HR@humboldtcourt.ca.gov) or Visit our website at [www.humboldt.courts.ca.gov](http://www.humboldt.courts.ca.gov)