



**Superior Court of California
County of Humboldt**

E-mail: nancys@humboldtcourt.ca.gov

EMPLOYMENT OPPOROTUNITY
EOE/ADA

Court Reporter

(Full-time- represented - 40 hour per week position)

Salary Range \$52,800.00 - \$65,470 per year

Final Filing Date: June 29, 2012

Oral Interview/Exam Date to be Announced

The Position

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 many involve real time transcription, traditional stenographic recording or use of audio/video recording media.

ESSENTIAL DUTIES

- Records and compiles 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.
- Reads back all, or portions of, the official court proceedings including previously spoken testimony to judges, counsel, witnesses and jurors during court proceedings, to judges in chambers, to jurors during deliberation upon instruction from the judge, and to attorneys or parties upon request.
- Transcribes and prepares verbatim notes in printed or magnetic media transcripts using computer-aided transcription software within prescribed time deadlines.
- Reviews, proofreads, collates, certifies, binds, and delivers printed transcripts of court proceedings as required.
- Researches, prepares and provides excerpts of testimony or transcripts of proceedings in typed and verbal form as requested, for verification of certain elements of testimony or argument, by the court, counsel, or government agencies.
- Performs basic legal and office file research to ensure appropriate case documentation of names, quotations and similar information.
- Maintains a variety of electronic and paper files and records; uses such to prepare reports related to work performed.
- Regular and punctual attendance is essential.

KNOWLEDGE OF:

- Use, adjustment and minor maintenance of stenographic and similar equipment related to court reporter work.
- Basic legal, medical and related technical terminology and processes.
- Courtroom practices and procedures.
- Business English, including spelling, punctuation and grammar.
- Real time reporting is preferable.
- Demonstrate court operations and procedure, courtroom etiquette and conventions.

ABILITY TO:

- Taking verbatim dictation of courtroom and related proceedings at a rate certified to perform the work.
- Transcribing such information rapidly and accurately 200 words per minute.
- Doing basic legal and related research to verify transcribed information.
- Maintaining attention to detail, organizing and prioritizing work and meeting critical time deadlines.
- Maintaining accurate records of work performed.
- Understanding and following oral and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

- Must possess a current Certified Shorthand Reporter Certificate (CSR).
- Real-time skills and equipment preferred.
- 3-5 years court reporting experience.

OTHER REQUIREMENTS

- Must possess a valid California drivers license.
- Must be willing to work off-shift hours and off premises.
- Must be designated by the State of California as a Certified Shorthand Reporter.
- Understanding and following oral and written instructions.
- Must own and maintain equipment for transcription of court proceedings.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the testing procedure as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact Court Human Resources at (707) 445-7256 ext 1514 well in advance of the exam/interview for assistance.

Benefit Package includes:

- ◆ Sick Leave - 12 days annually
- ◆ Family Sick Leave - 5 days annually
- ◆ Bereavement Leave – 5 days per event
- ◆ Vacation - begins with 12 days yr. & increases w/longevity
- ◆ Paid Court Holidays - 13 + 2 personal holidays
- ◆ Membership in Public Employee's Retirement System
(2.0 @ 55yrs CalPERS - employee contribution 7%)
- ◆ Choice of 4 PERS Health Insurance Plans
- ◆ Dental & Vision Plans
- ◆ Life Insurance provided by employer -\$25,000.
- ◆ Deferred Compensation Plan available
- ◆ Flexible Spending Account (FSA) available

The provisions of this announcement do not constitute an implied or express contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to apply

The job announcement, supplemental questions, and application may be obtained by contacting the Superior Court of California, County of Humboldt, Court Administration, 825 5th Street, 3rd floor, Rm #301 Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-445-7256 ext 1514. It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

The completed original application packet and completed supplemental questions must be filed with the Court Human Resources Department no later than 5:00 PM on Friday, June 29, 2012. Faxed applications and supplemental questions will be accepted at 707-445-5769 and MUST be followed by the original application and supplemental questions postmarked no later than June 29, 2012. Postmarks will not be accepted unless the faxed application and supplemental questions are received by 5:00 PM on June 29, 2012.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

