

Recruitment Open Date: August 29, 2016
Final Filing Date: Open Until Filled



Calaveras County Superior Court
Invites Applications for the Position of

PART-TIME COURT REPORTER

\$27.42 - \$33.33/Hour Non-Exempt

(Unbenefited. Work hours may vary not to exceed 1,000 hours (maximum) in any given fiscal year and are not guaranteed.)

POSITION DEFINITION:

Under general supervision, provides the verbatim official record of all court testimony and activity and, when necessary, grand jury proceedings; prepares transcripts of court proceedings as directed.

DISTINGUISHING CHARACTERISTICS:

This is a highly skilled, certified, and experienced class responsible for creating verbatim documentation of court proceedings in criminal, civil, and other settings as assigned.

SUPERVISION RECEIVED AND EXERCISED:

This class receives general supervision from the Court Operations Manager.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. Employee must have proficient knowledge of:
 - a. Principles, practices, methods, and techniques of court shorthand reporting.
 - b. Clerical and legal recordkeeping practices and procedures.
 - c. Basic legal, medical, and related technical terminology and processes.
 - d. Business English, including spelling, punctuation, vocabulary, and grammar.

2. Employee must have the ability to:
 - a. Operate a stenographic machine at 200 wpm to record all court proceedings and prepare an accurate and complete official written record.
 - a. Read back verbatim records in open court as required.
 - b. Work independently in a courtroom environment; organize and set priorities; and perform difficult, responsible, and complex legal clerical work with speed and accuracy within required deadlines.
 - c. Follow oral and written directions and use good judgment in recognizing the scope and limit of delegated authority.
 - d. Remain seated in one location and concentrate for indefinite periods of time.
 - e. Maintain confidential information according to legal standards and/or court regulations.

- f. Communicate effectively using the English language, both orally and in writing.
 - g. Establish and maintain cooperative and professional working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies, and the public.
3. Employee must have and maintain the following certifications / licenses:
 - a. Current certification by the State of California as a Certified Shorthand Reporter.
 4. Employee must not contribute to or create a hostile work environment:
 - a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
 - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.
 5. Employee must have the following minimum experience or training:
 - a. Any combination of experience and education that would provide the required level of knowledge, abilities and certification is qualifying.
 - b. A typical way to obtain the required knowledge and abilities would be: one (1) year of experience performing certified shorthand reporter work; and current certification by the State of California as a Certified Shorthand Reporter.
 6. Employee must fulfill the following special requirements:
 - a. Must provide dictation and transcribing equipment necessary to perform the essential functions of the job.
 - b. Provide their own paper for transcripts.
 7. Other Requirements:
 - a. Criminal History Background Check – candidates will be subject to fingerprinting

TYPICAL DUTIES:

Depending on assignment, duties may include, but are not limited to, the following:

- Attends court and other proceedings and uses a stenographic machine to make verbatim official records of all proceedings; may record quasi-judicial hearings and formal or informal meetings.
- Upon request, reads back transcript during a trial or other court proceedings.
- Prepares transcripts of court proceedings according to standardized format and within the time limits required by law; reviews and certifies the accuracy of printed transcripts and files them with the court clerk in a timely manner; provides transcripts of court proceedings as required.
- Researches as necessary to verify technical, legal, medical, and other specialized terms; may ask a speaker to clarify unclear or inaudible statements.
- Collates and binds transcripts in accordance with established procedures.

This is a represented, non-exempt position. Permanent part-time employees that work less than 20 hours per week pay Social Security and are not members of the Public Employee's Retirement System unless they are currently a member of CalPers or work more than 1000 hours or 125 days in a fiscal year. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the one year probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

APPLICATION AND SELECTION PROCESS:

Complete a Calaveras Superior Court application form, include a copy of your current Certified Shorthand Reporter Certificate and submit by mail to:

**Calaveras Superior Court
Attn: Human Resources
400 Government Center Drive
San Andreas, CA 95249**

*Applications can be obtained at the Courthouse or downloaded from the Calaveras Superior Court
Website at:*

www.calaveras.courts.ca.gov

Filing Deadline: Open Until Filled

Selection Process: A screening panel will select the most highly qualified applicants. Those selected by the panel will be invited to an interview. The position will remain open until filled. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact Pamela James at 209-754-6140.