



SNOHOMISH COUNTY
invites applications for the position of:

Court Reporter

SALARY:	\$34.14 - \$48.25 Hourly \$5,917.69 - \$8,362.61 Monthly \$71,012.28 - \$100,351.32 Annually
OPENING DATE:	02/18/21
CLOSING DATE:	03/17/21 11:59 PM
DESCRIPTION:	

Snohomish County Superior Court has an opening for a Washington State licensed court reporter with a start date of May 10, 2021. Court Reporters work directly with our 15 Superior Court judges and are employees of Snohomish County.

The mission of the Snohomish County Superior Court is to actively manage the business of the court and to provide for fair, prompt, and efficient resolution of disputes; to provide due process and individual justice in each case; and to maintain independence and parity as an equal branch of government.

SELECTION PROCESS:

There is no online application to complete.

- 1. Interested applicants send resume and cover letter to supcourtrecruiting@snoco.org.**
- 2. Materials are reviewed for minimum qualifications.**
- 3. Candidates who meet minimum qualifications will be contacted to discuss the position.**
- 4. The most qualified applicants will be interviewed**
- 5. Second Interviews may be given at management's discretion**
- 6. Offer to the successful applicant pending background check**

Supervision

Court Reporters are responsible to the judge in whose court verbatim records are made plus additional supervision is received from the Superior Court Administrator and/or an Administrative Superior as assigned. Court reporters plan and carry out assignments on their own initiative. The work is reviewed through scrutiny of records by attorneys and litigants.

Working conditions

The work is performed in the usual office environment and a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

JOB DUTIES:

Job Goal

To make verbatim records of court and other proceedings and produce transcripts.

Essential Job Duties

1. Records court proceedings, hearings and conferences.
2. Prepares verbatim transcripts of court and other proceedings; reads back portions of the transcribed record on order of the court.
3. Indexes and files notes of all court proceedings with the Snohomish County Clerk's Office.
 1. May receive and direct incoming court related telephone calls; takes messages, determines needs, answers questions and furnishes information as appropriate.
 1. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Minimum Qualifications

3 years' experience as a skilled, practical reporter;

OR ability to take and transcribe accurately 175 words per minute of the judges charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180).

Must pass job related tests.

Preferred Qualifications

Completion of a recognized court reporter training course is preferred.

ADDITIONAL INFORMATION:

Knowledge, skills and abilities

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- legal, technical, scientific, and industry specific terminology

Skill and ability to:

- understand and transcribe legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- prepare court or other proceedings verbatim with speed and accuracy using manual or machine recording techniques
- transcribe stenographic material with speed and accuracy
- operate standard office equipment
- work under pressure
- concentrate
- understand and follow written and oral instructions