



SNOHOMISH COUNTY
invites applications for the position of:

Court Reporter

SALARY:	\$34.48 - \$48.73 Hourly \$5,976.87 - \$8,446.24 Monthly \$71,722.44 - \$101,354.88 Annually
OPENING DATE:	09/13/21
CLOSING DATE:	10/15/21 11:59 PM
DESCRIPTION:	

Snohomish County Superior Court has an opening for a Washington State licensed court reporter with a start date of November 1, 2021. Court Reporters work directly with our 15 Superior Court judges and are employees of Snohomish County.

Continue your career here with the benefits and security of government employment!

We are proud to offer an outstanding benefit package to employees and their dependents.

You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40 hour work week, Monday through Friday, 8-5
- 10 paid holidays
- Paid sick leave and vacation
- 1 bonus floating holiday

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

JOB DUTIES:

JOB GOAL

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

STATEMENT OF 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 paper notes of all court proceedings with the Snohomish County Clerk's Office.
4. May receive and direct incoming court related telephone calls; takes messages, determines needs, answers questions and furnishes information as appropriate.
5. Assists in scheduling appointments, meetings and conference rooms.
6. Types general correspondence and jury instructions as necessary.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Three (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 AND ABILITIES

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- foreign words and phrases

Ability to:

- legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- record court or other proceedings verbatim with speed and accuracy using manual or machine recording techniques
- transcribe stenographic material into typewriter copy with speed and accuracy
- understand and correctly spell difficult terminology
- operate standard office equipment including telephones, typewriters and video terminals
- work under pressure
- concentrate
- understand and execute written and oral instructions

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. The employee plans and carries 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](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2021-SSC-5012
COURT REPORTER
JW

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org
