Superior Court of California
County of Humboldt
Employment Opportunity

Human Resources Department
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COURT REPORTER

Salary Range: **$64,471 – $78,365**
Full-time (35 hours per week)
Full Benefit Package

Announced: March 8, 2023
Final Filing Date: Open until filled

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.

The Superior Court of California, County of Humboldt is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

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.

EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained in person, at: **Jobs@humboldtcourt.ca.gov** or the Court's website at: **www.humboldt.courts.ca.gov.**

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date. Applications will be accepted by mail, e-mail, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application, but may be included.*

It is important your application list all relevant experience and education you possess. Please provide all the information requested, including signatures and dates. *Incomplete applications will be rejected.*

Examination Process: 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: Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form at: http:/www.courts.ca.gov/documents/mc410.pdf and submit it to the Human Resources Department prior to testing.

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.

EMPLOYEE BENEFITS

For a comprehensive list of the Court's benefit plans, please visit our website at: www.humboldt.courts.ca.gov and refer to the Employment tab.

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THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE