



SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN JOAQUIN IS NOW
ACCEPTING APPLICATIONS FOR:

COURT REPORTER

\$88,718 - \$107,837

7% salary increase scheduled
for 8/14/23.

\$10,000 signing incentive: \$5,000
upon hire and \$5,000 after 1st year.

Continuous File Always Accepting
Applications

[APPLY HERE](#)



CAREER OPPORTUNITY:

The Superior Court of California, County of San Joaquin is now hiring for full-time Court Reporter. The Court Reporter performs court reporting services for all business of the Superior Court; receives general supervision from the Court Reporter Supervisor, and exercises no direct supervision over staff.

Incumbents in this classification are required to be fully trained in all procedures related to court reporting, while working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Court Reporter Supervisor in that the latter provides supervision to a group of Court Reporters, and it requires additional court reporting experience.



OUR MISSION:

The San Joaquin Superior Court shall resolve disputes and address problems applying the rule of law in a fair, equal, consistent, efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer oriented services and treat all people with respect and dignity in a safe and secure environment.

SAN JOAQUIN COUNTY

The County of San Joaquin (population of approximately 773,000) was incorporated in 1850 at the time of California's original statehood. The county includes the cities of Stockton, Lodi, Tracy, Manteca among others, and offers tremendous opportunities for recreational adventures, and exceptional schools and institutions of higher education including the University of the Pacific, a campus of the California State University Stanislaus, San Joaquin Delta College and Humphreys College Laurence Drivon School of Law. Stockton has a large port entry, marina and several waterways along the Delta. San Joaquin is also home to many wineries, including many in the Lodi area.

ABOUT THE COURT AND SAN JOAQUIN COUNTY

The Court has 30 judges and 4 commissioners, and participates in 12 different collaborative justice programs. The annual operating budget is approximately \$52.1 million for FY 2021-2022. The Court employs approximately 325 staff including full-time, part-time and contract. There are seven current courthouse locations; 2 in Stockton, 1 in French Camp, 2 in Lodi, 1 in Manteca, and 1 in Tracy. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. There were 126,067 filings in the fiscal year 2019-2020. In May 2020, the Court deployed e-filing for Civil, Family Law, Criminal, Probate, and Small Claims case types. For additional information about the Court, visit the website at <https://www.sjcourts.org>.

BENEFITS

■ Medical/Dental/Vision

The Court pays 100% of Employee Only coverage for medical, and 80% of Employee + 1 and Employee + family coverage for medical (Kaiser or Sutter Health Plus). The Court pays 100% of the employee-only premium for dental (Delta Dental) and vision (VSP).

■ Realtime Reporting Differential

- 10% for national certification.
- 8% for passing the CCRA Certified Generalist exam.
- 3% for non-certified Reporters who pass a state readability exam or other court sanctioned exam.

■ Leave Accruals

- Sick: 12 sick days per year with no cap on accumulation.
- Vacation: 10 days first year, and progresses up to 25 days based upon length of service.
- Administrative: 80 hours per fiscal year.
- Holidays: 13 paid holidays per year and 2 floating holidays.

■ Retirement Membership in the San Joaquin County Employees' Retirement Association (SJCERA)

- 2% @ 62 (PEPRA – Tier II) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.
- 2% @ 55 and 1/2 (General-Tier I) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Life Insurance

Life Insurance and AD&D: Court paid \$25,000 after the first year of service.

■ Parking

Court pays the actual cost up to \$85 per month.

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education and Experience:

- Equivalent to the completion of an accredited course in court reporting.
- No prior experience is required.

Licenses and Certifications:

- Possession of a valid Certified Shorthand Reporter (CSR) license issued by the Certified Reporter's Board of the State of California.

KNOWLEDGE OF:

- Principles and practices of court reporting.
- General policies and procedures of Court operations.
- Sufficient legal terminology necessary to assume assigned responsibilities.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to court reporting.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public and Court staff.

ABILITY TO:

- Operate standard transcription equipment.
- Perform court reporting work with accuracy and speed.
- Respond to and effectively prioritize multiple deadlines and transcript requests.
- Provide a realtime feed of court proceedings at the request of the Court.
- Report at speeds above 200 WPM.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Travel to various Court sites.
- Use tact, discretion, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL QUESTIONNAIRE

Do you have a valid Certified Shorthand Reporter (CSR) license issued by the Certified Reporter's Board of the State of California? If so, please attach a copy of your certificate.

SELECTION PROCESS

The selection process is confidential. All applications will be evaluated to determine if the candidate meets the minimum qualifications. Candidates that meet the minimum qualifications will be invited to a hiring interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance. All applicants will be notified by e-mail following application review.

APPLICATION PROCESS:

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Department at the address below. Incomplete applications will not be accepted, and [Electronic submittals](#) are preferred.

[**APPLY HERE**](#)



The Superior Court of California, County of San Joaquin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application. Medical disability verification may be required prior to accommodation.