



SUPERIOR COURT, COUNTY OF SANTA CLARA
invites applications for the position of:
Certified Court Reporter -
Open Until Filled

SALARY: \$46.43 - \$56.44 Hourly
\$3,714.76 - \$4,515.08 Biweekly
\$8,048.66 - \$9,782.68 Monthly
\$96,583.86 - \$117,392.18 Annually

OPENING DATE: 07/16/21

CLOSING DATE: Continuous

DEFINITION/DESCRIPTION:

Under direction, this specialized classification stenographically records and maintains an official record of court proceedings, reads notes as requested, prepares transcripts, and performs other related duties as required.

Incumbents in this classification are responsible for making verbatim official records of court proceedings in machine shorthand and providing read back of all or portions of the record upon request.

- Court Reporters who hold a state or national Realtime certification (CRR, CRP, CCRR, CRG, or FCRR) shall receive a 10% pay differential.
- Court Reporters who have successfully completed the Court administered Realtime certification test shall receive a 5% pay differential

The Court offers a substantial benefits package to include a choice of health plan, dental plan, a vision plan, 13 paid holidays, 3 weeks of vacation, 4 days of personal leave, a day off on your birthday, sick leave, and option for employer-paid deferred compensation.

Our Court offers Health insurance plans currently through Kaiser, HealthNet and Valley Health Plan. The Court currently fully pays for medical coverage for employee and dependents when selecting Kaiser. In addition the Court fully covers the premium for dental and vision insurance.

TYPICAL TASKS/REPRESENTATIVE DUTIES:

- Attends court sessions as assigned and makes verbatim stenographic records of the proceedings, often of a technical nature and at a high rate of speed;
- Provides immediate read back of all or portions of the record upon request;
- Prepares printed or magnetic media transcripts of court proceedings;
- Reviews, certifies, and files printed transcripts of court proceedings and provides daily transcripts as needed;
- Qualified incumbents may process court information/proceedings by use of realtime technology;
- Incumbents provide, at own expense, all necessary equipment and materials to produce the verbatim record, pursuant to California Rules of Court, Rule 810;
- Maintains a variety of paper and electronic files;
- Performs other related duties as required.

EMPLOYMENT STANDARDS/TYPICAL QUALIFICATIONS:

Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board is required. Realtime reporting is highly desirable. In order to receive the differential, incumbents must be realtime-certified by either the National Court Reporters Association, or the Deposition Reporters Association, or have successfully passed a realtime test administered by the Court. Incumbents provide and maintain the necessary equipment for the transcription of court proceedings. A California Driver's license may be required. Employees in this classification may be required to use their own vehicle to travel between facilities.

Knowledge Of:

- Legal terminology; basic medical and other specialized and technical terminology required for court proceedings and protocol;
- English usage, grammar, punctuation, and spelling; transcript production procedures and practices; office procedures and practices;
- Office management principles, methods, and procedures;
- Court procedures and protocol.

Ability To:

- Record shorthand at a minimum of 200 words per minute with 97.5% accuracy;
- Plan and organize work to meet deadlines;
- Establish and maintain working relationships with judges, court staff, attorneys, and the public;
- Ability to comprehend and process varying dialects, accents, and speech peculiarities of the English language;
- Ability to converse and respond appropriately to inquiries and requests;
- Ability to work alone and independently as well as working closely with others is required.

SUPPLEMENTAL INFORMATION:**Working Conditions:**

The work environment is generally clean, inside buildings, with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and the expectation to produce high quality work under limited time constraints.

Essential Functions:

- Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the Court Reporter classification:
- Frequent and ongoing use of stenographic equipment to record verbatim proceedings;
- Frequent and ongoing use of electronic equipment to produce transcripts and other documents;
- Read back court proceedings in a clear concise manner in a courtroom or other setting;
- Physical Demands:
- Requires sitting at a keyboard and using fine hand coordination and with continuous high frequency repetitive motion, for extended periods of time, on a daily basis;
- Occasional lifting, pushing, carrying of objects up to 15 pounds;
- Requires walking, some bending, stooping, and squatting;
- Continuous need for verbal comprehension and retention.

Examination:

- A screening panel will be convened to select those applicants deemed most qualified to participate in a written and/or oral examination.
- The examination process will include one or more of the following: application appraisal; written examination; oral examination.

- Please note: The Superior Court is establishing an eligibility list from this recruitment which may be used to fill both temporary and permanent vacancies. Please mark your interest clearly on your employment application as to your desire for temporary or permanent employment or both.

Application Requirements:

- This recruitment requires the submission of an on-line application. No paper applications will be accepted.
- An electronic copy of your Resume and your Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board must also be submitted as an attachment to this application submission.

The Court provides reasonable accommodations for applicants challenged with disabilities. If you are challenged with a disability as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation in the application process, please contact Renee Hughes or Pam McGee at rhughes@scscourt.org or pmcgee@scscourt.org or (408) 882-2703 to discuss your request. TDD communication is available by calling (408) 882-2787.

The Court must verify the identity and employment authorization of all new employees to comply with the 1986 Immigration Reform & Control Act. This verification is required only after an offer of employment has been made. For further information regarding the required verification, please contact Human Resources at (408) 882-2747.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.scscourt.org>

Position #21/2200JUL
CERTIFIED COURT REPORTER - OPEN UNTIL FILLED
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Superior Court of CA
County of Santa Clara, CA 95113

Certified Court Reporter - Open Until Filled Supplemental Questionnaire

- * 1. I understand that for my application to be considered, I must complete required supplemental questionnaires as part of the application screening and selection process. The information I provide will be reviewed and used to determine my eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process.
 Yes No
- * 2. I understand that for my application to be considered, I must thoroughly complete the work experience and education portions of the application form, as well as provide a resume as an attachment, to demonstrate my qualifications for this job.
 Yes No
- * 3. Authorization and Release. I have applied for employment with the Superior Court of California, County of Santa Clara ("Court") and have provided information about my current and/or previous employment. I authorize the Court to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, wage history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I authorize my former and current employers and references to release contents of my employment record with their organizations and to provide any

additional information that may be necessary for my application for employment with the Court, whether the information is positive or negative. I hereby release all such agencies and/or individuals who furnish such information, and the Court, from liability for damages, which may result from furnishing or receiving the information requested.

Yes No

* Required Question