



**STANISLAUS COUNTY SUPERIOR COURT
invites applications for the position of:**

Court Reporter

SALARY: \$35.46 - \$43.11 Hourly
 \$2,837.09 - \$3,448.49 Biweekly
 \$6,147.03 - \$7,471.73 Monthly
 \$73,764.34 - \$89,660.74 Annually

OPENING DATE: 07/13/18

CLOSING DATE: Continuous

DESCRIPTION:

APPLICATION PROCESS

Applicants who, based on their application and supplemental questionnaire, possess the desired skills and abilities will be invited to an oral interview.

DEFINITION

Under general supervision, performs technical tasks to stenographically record all court proceedings verbatim using stenographic, computer-aided , and real-time equipment; provides transcripts as requested of court proceedings; reads proceeding information as requested by the court; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Court Reporter is a professional level classification responsible for preparing verbatim records and transcripts of court proceedings. Incumbents are compensated separately for transcripts and copies, which may be prepared after regular court hours. This class is distinguished from Court Reporter Coordinator in that the latter class regularly assigns and trains Court Reporters.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Stenographically record all court proceedings verbatim using stenographic, computer-aided, and real-time equipment and prepares related transcripts; reviews, edits and proofreads transcripts prior to printing.

Provides transcripts as requested of court proceedings.

Reads back proceeding information as requested by the court.

Performs related clerical tasks; files transcripts; binds and delivers transcripts; provides electronic form of transcripts; stores and retrieves stenographic notes; maintains trial and court calendar; orders and maintains office supplies; prepares time records.

Utilizes the Internet to perform transcription research.

Receives and responds to incoming calls and emails; provides information and assistance.

Performs administrative tasks for the department; prepares and issues billing for transcripts; prepares and submits estimates of transcript costs; tracks and reports related statistical data; coordinates appeals with other reporters.

Communicates with appellate clerks; interacts with judges, court clerks, and bailiffs.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work, typically:

Education/Experience:

- Must be certified by the State of California as a Certified Shorthand Reporter and provide a copy of the Court Reporting License; and
- Must use computer aided transcription system.

Knowledge of:

- Statutes relating to court reporting services;
- Basic computer knowledge including Windows
- Basic legal, medical and other technical terminology required in court proceedings; and
- Proper English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

- Make a verbatim record of court proceedings, often of a technical nature and at a high rate of speed;
- Read back in open court and promptly prepare transcripts of proceedings when appropriate;
- Establish and maintain effective working relationships with judges and court staff;
- Maintain confidential information where legal standards so require;
- Deal professionally and courteously with the bar and the public in general; and

Special Requirements:

- Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board. Own and maintain appropriate equipment for transcription of court proceedings.
- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.
- Become Realtime reporter within a reasonable period of time.

SUPPLEMENTAL INFORMATION:

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as bright/dim light or repetitive wrist motion.

The Superior Court of Stanislaus County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of Stanislaus County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.stanct.org>

Position #90000760-02

COURT REPORTER

TM

800 11th Street
Modesto, CA 95354
209-530-3190

Tracie.Maquire@stanct.org

Court Reporter Supplemental Questionnaire

- * 1. Are you certified by the State of California as a Certified Shorthand Reporter?
 Yes No
- * 2. If you answered Yes to the previous question, please list your Certified Shorthand Reporter license number.
- * 3. Please describe your experience with Preliminary Hearings.
- * 4. Please describe your experience with Civil and/or Criminal trials.
- * 5. Please describe your experience with Family Law proceedings.
- * 6. Please describe your experience with Juvenile proceedings.
- * 7. Please describe your experience with Appeal transcripts.
- * 8. Please describe your experience with other proceedings not mentioned above, such as depositions, arbitrations, etc.
- * 9. Please describe your experience with special transcripts (explain) including Daily Copy and Expert Testimony.

- * 10. Have you ever had any delinquent transcripts? If so, why?

- * 11. Have you ever had any disciplinary action (including citations or fines) taken against you by the CR Board? If so, why?

- * 12. Have you ever let your license expire? If so, why?

- * 13. What CAT system are you using? How long have you used this system? Do you utilize auto-indexing?

- * 14. How would you rate your competency level?
 - Beginning
 - Intermediate
 - Advanced
- * Required Question