



SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE
invites applications for the position of:

Court Reporter

An Equal Opportunity Employer

SALARY: \$52.25 - \$52.25 Hourly

OPENING DATE: 08/30/18

CLOSING DATE: 09/13/18 11:59 PM

DEFINITION AND CLASS CHARACTERISTICS:

Under general direction, produces official, verbatim records and transcripts of court proceedings; performs related duties.

This is a journey level classification in which incumbents are responsible for independently providing court reporting services within assigned courtroom or other court proceedings. Work may involve real-time transcription, traditional stenographic recording or use of audio/video recording media. Court Reporter is distinguished from Senior Court Reporter by the latter's responsibility for coordinating court reporting services for several courtrooms and functional supervision of court reporters.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Records verbatim notes of all court proceedings; provides real-time transcription, and reads back record of proceedings; asks judge and other speakers for clarification of testimony, instructions, orders, or actions.
- Produces and certifies formal, written transcripts; regularly uploads court reporter notes to the electronic storage system (ACORN).
- Receives and processes transcript requests; estimates cost of transcripts.
- Researches medical, legal, and technical terminology as well as case citations and related information; develops and modifies custom software dictionaries; sets up and maintains court reporting transcription and archival equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

In accordance with Section 8016 of the California Business and Professions Code, official court reporters working in any court shall possess a current Certified Shorthand Reporter (CSR) certificate issued by the Court Reporters' Board of California and possesses real-time skills.

Possess the skill in reporting court proceedings at a rate of 200 words per minute.

Knowledge of: Laws, regulations and practices relating to court reporting and transcription; legal terminology, court operations and courtroom procedures; courtroom etiquette and conventions; court reporting computer software.

Ability to: Simultaneously listen to and make verbatim record of court proceedings; pay

attention to conversational detail; operate and maintain reporting, and computer equipment; work in presence of court audience. Tolerate exposure to disturbing evidence and testimony, including graphic photographs of traumatic events such as murder or domestic violence, evidence such as syringes, drugs, chemicals, bodily fluids, and stained clothing. Tolerate exposure to allergens such as perfumes, dust, and various unpleasant odors such as unwashed clothing or persons or other materials. Tolerate exposure to defendants and witnesses who are potentially verbally and/or physically abusive.

Special Requirement: The employee must have the ability to transport himself/herself between or among different work locations when needed to carry out job-related essential functions. If traveling in own vehicle or court vehicle you must possess a valid California Driver License. Required to own, maintain, and update appropriate equipment for transcription of court proceedings.

OTHER INFORMATION:

Physical Demands: Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for long periods of time; prolonged sitting. Hearing to follow proceedings and record notes verbatim. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as equipment, files, stacks of papers, and other reference materials. Moving from place to place within an office and some reaching for items above and below desk level.

Work Environment: Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis.

Clarifying Statement: This job description will be reviewed periodically and responsibilities may change with business necessity. This job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, or working conditions associated with this job.

SELECTION PROCEDURES:

Step I: All applications will be reviewed to identify candidates who meet the minimum qualifications. Those candidates will be referred to step II in the selection process.


Step II: All applications who meet the minimum qualifications will be reviewed by the Subject Matter Experts. Successful applicants may be invited to an oral interview.

Step III: Those candidates who are successful in the interview (weighted 100%) may be placed on the eligible list. Placement on the eligible list is not a guarantee of employment.

All candidates will be notified via email of their status at each step of the process.

Additional steps for the selection process will include a background and reference check.

REASONABLE ACCOMMODATIONS

Riverside Superior Court provides reasonable accommodations upon request for applicants with disabilities. Please contact the Human Resources Department at 951-777-3017  or HR@riverside.courts.ca.gov if you feel you will need an accommodation for any aspect of the selection process. The Human Resources Department asks that it be advised of special needs at least five days prior to the examination so that a reasonable accommodation may be made.

Unit: SEIU

FLSA Status: Non-Exempt

Reports To: Supervising Court Reporter

Amount of Travel Required: Less than 5 %

Work Schedule: M – F 8 hrs per day

Positions Supervised: None
Pay scale ID/Level: CTRT/1

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.riverside.courts.ca.gov>

Job #18CTRT - 01
COURT REPORTER
RT

OUR OFFICE IS LOCATED AT:
P.O. BOX 1547
Riverside, CA 92502-1547
(951) 777-3017 
hr@riverside.courts.ca.gov

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Court Reporter Supplemental Questionnaire

- * 1. The information you provide will be used to rate your qualifications for the position. Résumés will not be accepted in lieu of completing these questions. Please provide concise, descriptive, and detailed information when answering the question. If you do not have experience, please write "NONE". NOTE: 'See résumé', 'See above', or copy and paste of your résumé are not considered qualifying responses and will not be scored. By selecting yes below, you acknowledge that you have read and understood this application requirement.
 - Yes
 - No
- * 2. Are you a Certified Shorthand Reporter for the State of California?
 - Yes
 - No
- * 3. Please provide license number and the year in which you were licensed. If none, indicate none.
- * 4. Do you possess realtime reporting skills?
 - Yes
 - No
- * 5. Please describe the type of proceedings in which you have provided real-time feed. If none, indicate none.
- * 6. Please list any state licenses and court reporting certifications that you currently hold and/or any college education. Do not use abbreviations and include the respective license number(s). If none, indicate none.
- * 7. Please list any certifications you currently hold which were issued by the National Court Reporter Association (NCRA). Do not use abbreviations. If none, indicate none.
- * 8.

Geographic Availability: Court Reporters are assigned to regions. Travel may be required to any location within the region, as needed. Please indicate which region(s) you are interested in applying for. You may select more than one region.

Western Region: locations in Banning, Corona, Moreno Valley, and Riverside

Mid-County Region: locations in Hemet, Murrieta and Temecula

Desert Region: locations in Blythe, Indio and Palm Springs

- * 9. Please describe your experience working as a reporter in a court environment. Include the following information: name of court, dates of employment, status of employment (i.e., official, per diem), and types of court proceedings covered. Be specific, i.e., juvenile, civil, prelims, arraignments, family. If none, indicate none.

- * 10. Please describe your freelance reporting experience. Include the following information: name of employer or agency, dates employed, average number of assignments per week, types of hearings covered. Did you specialize in a particular type(s) of hearings? If so, please identify type(s).

- * 11. Do you have experience reporting in the following type of proceeding: Medical?
 - Yes
 - No

- * 12. Please describe your experience as it relates to the previous question in detail. If none, indicate none.

- * 13. Do you have experience reporting in the following type of proceeding: DNA/scientific?
 - Yes
 - No

- * 14. Please describe your experience as it relates to the previous question in detail. If none, indicate none.

- * 15. Do you have experience reporting in the following type of proceeding: Death Penalty?
 - Yes
 - No

- * 16. Please describe your experience as it relates to the previous question in detail. If none, indicate none.

- * 17. Do you have experience reporting in the following type of proceeding: Construction Defect?
 - Yes
 - No

- * 18. Please describe your experience as it relates to the previous question in detail. If none, indicate none.

* 19. Do you have experience reporting in the following type of proceeding: Personal Injury?

Yes

No

* 20. Please describe your experience as it relates to the previous question in detail. If none, indicate none.

* 21. **Attachment Requirement:** In order to be considered for this position, you must attach to your online application a finished transcript, 10-20 pages, containing both testimony and colloquy. Please title your attachment: Court Reporter - Last_Name, First_Name (i.e. Court Reporter – Doe, Jane). How to use the "Add Attachment(s) feature:

- You can add any required attachment(s) at Step 4: Confirm Application.
- Once on the Confirm Application page, scroll down and click the "Add Attachment (s)" link.
- Title your attachment at * File Description.
- Locate the file on your computer using the "Browse..." button.
- Click Upload.

Do you understand that it is your responsibility to attach a finished transcript, 10-20 pages, containing both testimony and colloquy to your online application?.

Yes No

* Required Question