



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

PRO TEM COURT REPORTER

(Class Code 500C)

The Superior Court of California, County of San Francisco, invites applications from Certified Court Reporters able to report in Realtime and work on an Intermittent or As-Needed basis. As-Needed employees will be contacted to work on a daily basis, when needed by the Court. Assignments are made in half-day or whole day increments. This position is responsible for reporting a variety of proceedings and producing transcripts upon request. Most of the assignments will be in the Criminal departments.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: Applications will be accepted on an ongoing and continuous basis.

COMPENSATION: \$59.1214 - \$62.6582 hourly*

*Current applicable labor contract provides an additional 4% increase in base salary effective 7/01/23.

Realtime Court Reporting is required and pay premiums are made depending upon a Court Reporter's level of Realtime qualification. Court Reporters who are Realtime Certified receive a 10% pay premium and those who are or become Realtime Qualified by the Court will receive a 5.5% premium.

After 1,040 paid work hours, paid health and dental insurance, retirement, and paid vacation and sick leave benefits may be available.

SIGNING BONUS: Upon hire, a new Court Reporter will be eligible to be paid a \$4,000 signing bonus. The bonus will be paid in four, equal installments as follows: 1) payment one - upon hiring; 2) payment two - upon completing 1,040 paid hours of work; 3) payment three - upon completing 1,560 paid hours of work; 4) payment four - upon completing 2,080 paid hours of work. These payments will be processed through

the corresponding payroll cycles and issued accordingly. If the new reporter previously worked for the Court, there must be a break in service of at least one year from the separation date to the rehire date for that reporter to be eligible for this signing bonus.

POSITION OVERVIEW

This is a highly specialized job classification for positions that are responsible for preparing verbatim official records of court proceedings in machine shorthand, providing read back of the records upon request, and preparing official transcripts of Court proceedings. Work is performed primarily in courtrooms, chambers, offices and conferences rooms. Occasionally, work may be performed at various locations throughout the County to report proceedings as directed by and presided over by a judge or commissioner. Continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

Physical Requirements: Sit and maintain sustained high-speed reporting for extended periods; occasionally stand and walk; normal manual dexterity and ear-eye-hand coordination necessary to sustain high-speed reporting for extended periods; hear and distinguish words of various tones and volume; lift and move objects weighing up to 25 lbs.; corrected vision to normal range; verbal communication; use of office equipment, including computers, transcription machines, telephones, calculators, copiers, and fax machines.

REQUIRED QUALIFICATIONS

Must possess and maintain a license and be in good standing as a California Certified Shorthand Reporter (CSR) issued by the State of California.

Realtime Court Reporting is required and pay premiums are made depending upon a Court Reporter's level of Realtime qualification. Court Reporters who are Realtime Certified receive a 10% pay premium and those who are or become Realtime Qualified by the Court will receive a 5.5% premium.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit **ALL** the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <http://sfsuperiorcourt.org/general-info/hr>
- Resume (must include a statement indicating that you are able to report in Realtime and possess the applicable equipment).
- Copy of your license as a certified shorthand reporter with the Court Reporters Board of California.
- Copy of your Realtime certification, if applicable.

The preparation of the online application, including the resume and the copy of your license as a certified shorthand reporter with the Court Reporters Board of California, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted.

SELECTION PROCESS

Initial Screening:

Complete application packages will be evaluated to determine if the applicants meet the minimum qualifications, and only those applicants determined to best meet the needs of the Court may be interviewed. Not all applicants will receive an interview.

Oral Interview:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and present original documents which verify citizenship status or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office
of the Superior Court of California, County of San Francisco,
(415) 551-0381.*

*This announcement and the online application are available at
<https://sfsuperiorcourt.org/general-info/hr>*