

Court Reporter
Recruitment #15-09

**Superior Court of California,
County of Yolo**

Job Announcement

**Court Reporter
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Hourly: \$22.76 - \$27.66

Annual: \$47,352 - \$57,552*

* 2% Salary increase effective 7/1/2015

* Real-Time Reporting Differential (6% Certified or 2% Non-Certified)

Final Filing Date: Wednesday, May 20, 2015 at 5:00 p.m.

Definition

Provides court reporting services for the Yolo County Superior Court and other agencies as required; performs other related duties as required.

Special Requirements

Incumbents are prohibited from holding any outside employment which conflicts with providing the services required. Court Reporters must provide and maintain their own reporting and transcription equipment. Reporters' transcripts and notes are the property of the courts. It is desirable for Court Reporters to be knowledgeable and experienced with the use of computer aided reporting technologies. Court Reporters are required to produce transcripts for proceedings for which they report. Court Reporters may delegate transcript production to a transcriber of choice, who is an employee of the Court Reporter. In such instances, the Court Reporter is responsible for timeliness, quality and thoroughness of the transcript, not the person to whom it may have been delegated. Court Reporters are not assigned to any specific department but instead are rotated through all departments.

Essential Functions (Core Competencies)

- Attends criminal, including death penalty cases, and/or civil court and other legal proceedings to take the verbatim official court record of witness testimony, court actions and proceedings, using manual, machine shorthand or other equipment allowed by statute and approved by the Court;
- Attends grand jury proceedings as directed and when requested by the foreperson, District Attorney or County Counsel;
- Reads back testimony to court and juries;

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- Attends and reports on other court proceedings when a party requests a court reporter in accordance with the rules of court; and
- Prepares transcripts of proceedings.

Knowledge, Skills, and Abilities

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below and meet all minimum requirements.

The successful applicant will possess the following:

Knowledge:

- California statutes relating to court reporting services;
- Legal, medical and other technical terminology utilized during the course of court proceedings;
- Modern office methods and practices;
- Correct English usage, grammar, spelling, vocabulary and punctuation; and
- Current trends and developments in court reporting technology.

Skills and Abilities:

- Make a verbatim record of court proceedings, including those required for death penalty proceedings, often of a technical nature, under conditions centering on controversy, and with tight deadlines;
- Read back the court record in open court;
- Take shorthand, prepare and maintain transcripts of court records made;
- Establish and maintain effective working relationships with judges, professional staff, court staff, and the general public; and
- Adapt to changing court reporting technology, including, but not limited to, real time reporting.

Educational and Work Experience Requirements

Education:

The ideal candidate will possess a high school diploma or equivalent.

Certification:

The candidate will also possess and maintain a certificate as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code § 69942.

License:

A valid California driver's license or the ability to provide alternate transportation may be required.

Physical Requirements and Work Environment

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Benefit Package

The Court benefit package is described below:

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$511.82 Employee +1: \$1023.13, Employee + 2 or more: \$1329.72. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$43.65, Employee +1: \$78.55, Employee +2 or more: \$128.45.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years.

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- Up to 40 hours per year of paid leave of absence to attend any formal training or educational courses which are job related and designed to enhance an employee's job performance.
- Up to \$600 reimbursement for the cost of tuition or books, per fiscal year, for eligible job related training or continuing education courses.
- Additional benefits include up to 72 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

To be considered for this position, job applicants are required to submit the following by the closing date of this announcement:

- **Yolo Superior Court Employment Application Form (includes supplemental questions)**
- **Shorthand Reporter Certificate**
- **A transcript produced within the last twelve (12) months. Must be no longer than five (5) pages in length, with confidential information withheld**

Human Resources will review completed applications. Applicants who are successful in the application-screening phase will be contacted for an examination and/or structured oral interview.

An eligibility list may be developed and referred to for an undesignated period of time. The court reserves the right to re-recruit rather than select individuals from the eligibility list. Reference checks are required. Background checks and a drug screen are required after a job offer has been extended.

Official Yolo Court application forms are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 601 Court Street, Woodland CA, 95695. Completed application packets may be submitted in any of the following ways:

- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 601 Court St in Woodland
- Email to humanresources@yolo.courts.ca.gov
- Fax to Court Human Resources at 530-406-6883.

Application materials must be completed, signed, and **received by Wednesday May 20, 2015 at 5:00 p.m.** If emailing or faxing, you are required to follow up with submission of the original application within three business days of the final filing date of this announcement.

For more information contact a Human Resources representative at 530-406-6881.