



Superior Court of the County of Mariposa State of California

EMPLOYMENT OPPORTUNITY

Court Reporter

SALARY: \$60,264 - \$73, 251/year
\$5,021.89 - \$6,104.16/month

APPLY BY: OPEN UNTIL FILLED

An Equal Opportunity Employer

DEFINITION

Under direction, to record and transcribe verbatim accounts of court proceedings. Serves at the pleasure of the Presiding Judge.

This classification is distinguished from Court executive, administrative, supervisor and clerical classifications in that incumbents are court reporters with a specific focus on court reporting systems.

SUPERVISION RECEIVED AND EXERCISED

This class receives general direction from the Court Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Records and transcribes verbatim accounts of court proceedings in accordance with established policies, procedures, statutes, and standards.
- Records verbatim court proceedings using stenographic equipment.
- Obtains from judge necessary clarification of instructions, orders, or other actions to properly note the official record.
- Prepares and reads back all, or portions, of the official court proceedings upon instruction from the judge.
- Prepares printed or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies printed transcripts of court proceedings.
- Maintains a variety of electronic and paper files.
- Prepares daily transcripts as needed.
- Provides transcripts of proceedings on request of parties or by order of the court.
- Ensures notes, files, and records are boxed and labeled for safe storage and preservation as official records of the court in accordance with Government Section 69955 and other related statutes.
- Acts as a liaison with per diem court reporters and assists with the scheduling of per diem court reporters, as necessary.

- May be required to perform general court clerk work, including but not limited to preparing correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, and other related duties as assigned.

OTHER JOB-RELATED DUTIES

Performs related duties and responsibilities as directed.

MINIMUM QUALIFICATIONS

Education and Experience:

Some professional court reporting experience is desirable and equivalent to completion of the twelfth grade. Additional directly related full-time court reporting work experience may be substituted for education on a year for year basis.

LICENSE OR CERTIFICATE

Must possess a valid California Certified Shorthand Reporter License with identification number. Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment; ability to sit for prolonged periods of time; ability to listen attentively to court proceedings for prolonged periods of time; ability to concentrate on court proceedings amid extraneous distractions. Court Reporters must provide and maintain their own reporting and transcription equipment at no cost to the Court.

Knowledge of:

- Pertinent state laws and regulations regarding court reporting.
- Theory, principles, and practices of court reporting.
- Established policies, procedures, statutes, and standards for recording and transcribing verbatim accounts of court proceedings.
- Computer-aided transcription software.
- Current trends, practices, and developments in court reporting technology.

Skill to:

- Operate stenographic equipment.
- Operate modern office equipment including computer equipment.

Ability to:

- Interpret and apply statutes and standards for recording and transcribing verbatim accounts of court proceedings.
- Learn and understand the organization and operation of the Mariposa County Court System.
- Learn the policies and procedures of the court departments to which assigned.
- Work independently, without direct supervision.

- Meet time standards imposed by statute or by the court for the production, certification, and filing of transcripts.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Adapt to changing court reporting technology, including but not limited to Real-time reporting.

THE SELECTION PROCESS

In order to assist us in the selection process, please be sure your application includes a copy of your resume, which describes your educational training, as well as your relevant work experience.

The selection process will begin with a review of the application and resume to determine whether minimum qualifications are met.

If you meet the minimum qualifications, a competitive evaluation of education, training, and experience will be performed.

Employment is subject to a background, credit check, and a Live Scan. 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 Mariposa.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

HOW TO APPLY: To be considered for the earliest round of interviews, please apply by October 10, 2018, however this position will remain open until filled.

To obtain Mariposa Superior Court's employment application, please visit our website at:

<http://mariposacourt.org/employmentapp.pdf>

Mariposa Superior Court's Website: <http://mariposacourt.org>
OR

Please contact:

Judicial Council of California
Human Resources
Attn: Atul Bector
455 Golden Gate Avenue
San Francisco, CA 94102-3688
atul.bector@jud.ca.gov
Tel: 415-865-7983

Please email, mail, or deliver a hard copy of the employment application and resume to:

Judicial Council of California
Human Resources
Attn: Atul Bector
455 Golden Gate Avenue
San Francisco, CA 94102-3688
atul.bector@jud.ca.gov

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked.

Section 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.

A resume is to be attached, however, applications where the prior work history section is not completed may be returned as incomplete.