Recruitment Open Date: November 27, 2024
Final Filing Date: Open Until Filled

Trinity Superior Court
Invites Applications for the Position of

COURT REPORTER
Full-Time Benefited
$76,419.20 - $102,398.40 Annually / Non-Exempt

GENERAL INFORMATION:

This is a highly skilled, certified and experienced position responsible for documenting all proceedings in criminal, civil and other court settings.

This position provides the verbatim official record of all oral proceedings in cases heard before the Court. Court Reporters provide their own equipment and transcript supplies; maintain their own records and tapes; and are paid separately for transcripts.

This recruitment is being conducted to fill one current vacancy in the Superior Court.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Court Executive Officer of the Trinity Superior Court.

TYPICAL TASKS

Duties and Responsibilities include, but are not limited to:

- Attending sessions of the Superior Court as assigned, and making official verbatim record of the proceedings in machine shorthand;
- Providing instantaneous read-back of all or portions of the record upon request;

- Preparing timely typewritten transcripts of all or part of the court records upon proper request of the parties or order of the Court in the format prescribed by the Court and statute;
- Certifying accuracy of final transcript;
- Filing official transcripts;
- Researching and preparing transcripts from past proceedings at the request of the court, counsel or governmental agencies;
- Maintaining safely the files of the part of the court record for which the reporter is responsible by ensuring that notes, files and records are boxed and labeled for safe storage and preservation as official records of the Court in accordance with the provisions of Government § 69955, and other related statutes;
- Providing workload and other information as directed, and performing basic legal and office file research to ensure appropriate case documentation of names, quotations, and similar information;
- Scheduling additional Court Reporters as necessary; and
- Performing additional duties as directed by the Court Executive Officer or his/her designee.

MINIMUM QUALIFICATIONS

Ability to:

- Make a verbatim record of court proceedings, often of a technical nature;
- Work under pressure to produce accurate work within established timelines;
- Read back the record promptly in open court;
- Prepare transcripts of proceedings in a timely manner;
- Maintain accurate records and files of work performed;
- Adapt to changing court reporting technology, including but not limited to, Real-time Reporting;
- Maintain confidential information where legal and ethical standards so require;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with judges and court staff; and
- Deal professionally and courteously with the bar and the public in general.

Knowledge of:

- California statutes relating to court procedures and to court reporting services;
- Legal, medical and other technical terminology utilized during the course of court proceedings;
- Proper English, grammar, spelling, vocabulary and punctuation;
- Current trends, practices and developments in court reporting technology; and
- Use, adjustment and minor maintenance of stenographic and similar equipment related to work.

EDUCATION:

Completion of an accredited course as a Court Reporter and, at the minimum, possession of a High School diploma.

EXPERIENCE:

Two years' experience as a certified State of California Court Reporter.

CREDENTIALS:

Must be certified by the State of California as a Certified Shorthand Reporter.
Must provide a copy of court reporting license.

SPECIAL REQUIREMENTS:

- Must use computer aided transcription system;