



SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Invites Applications for the Position of

Court Reporter **Full-Time/Part-Time** (Represented) West Slope – Placerville

Salary: \$33.82 to \$41.11 per hour

Final Filing Date: Open Until Filled

DEFINITION

Under general supervision, the Court Reporter records and transcribes a verbatim record of official court proceedings of all testimony and activity in cases heard before the Superior Court using stenographic and/or real-time equipment, reads aloud recorded proceedings at the direction of the Court and prepares and certifies transcripts pursuant to applicable statutes, rules, regulations or policies. The Court Reporter is responsible for providing his/her own stenographic/computer equipment, software and other materials per Government Code section 70313. The Court Reporter is typically assigned to a particular Court facility, but may be assigned on short notice to any courtroom at any Court facility to meet the needs of the Court.

Government Code section 69950 authorizes Court Reporters to charge a standard fee for transcription and copies in accordance with an established fee schedule. As an Independent Contractor, Court Reporters are compensated separately for these transcripts and copies, which may be prepared outside of regular Court working hours.

DISTINGUISHING CHARACTERISTICS

This is journey level classification for the Court Reporter series. This class is responsible for the accurate verbatim reporting and transcription of official court proceedings. This function is usually performed in the courtroom; however, the needs of the Court may require reporting to be done in judicial officer chambers, conference rooms or in rare circumstances at off-site locations. Incumbents are expected to exercise considerable discretion in carrying-out responsibilities independently and with a thorough understanding of Court policies, procedures, standards and customer service issues. This class typically reports to the Supervising Court Reporter class.

The Court Reporter classification is distinguished from the Supervising Court Reporter classification in that the latter class has full-supervisory and scheduling responsibilities.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Records verbatim testimony and court proceedings using stenographic and/or real-time equipment; asks judicial officer for clarification of instructions, orders and other actions to properly note the official record.
- Reads back all or portions of the official court proceedings to courtroom participants upon instruction from the judicial officer, including to jurors during deliberation.
- Prepares transcripts of proceedings upon request, certifies the accuracy of Court transcripts and files official transcripts.
- Uses computer equipment to provide real-time reporting.
- Maintains a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible; prepares daily transcripts as needed and provides transcripts of proceedings on the request of parties (e.g., counsel, governmental agencies, litigants and the Grand Jury), or by order of the court.
- Performs basic legal and office file research to ensure appropriate case documentation of names, quotations and similar information; maintains records and prepares basic reports related to work performed.
- Researches as necessary to verify case citations, spellings of legal, medical and other specialized terms used in the case.
- Prepares indices of witnesses and exhibits.
- Responds to requests and inquiries from courtroom proceeding participants.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Travels between Court facilities to perform duties, as required.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess high school diploma or equivalent (GED) and a valid certification by the State of California, Department of Consumer Affairs as a Certified Shorthand Reporter. License must be in good standing and fees must be current at all times. A copy of the current license must be provided to the supervisor each time it is renewed.

Desirable Qualifications

Court reporting and real-time experience in a court setting and/or certification of qualification to provide real-time court reporting.

Knowledge and Abilities

Knowledge of:

- Principles and practices of court reporting.
- Appellate court procedures.
- Transcription software and real-time reporting.
- Court and courtroom procedures and processes.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Penal Code; Welfare and Institutions Code; Vehicle Code; and other applicable statutes, processes and procedures.
- Modern office methods and technology including the use of a personal computer and related software and case management systems.
- Current trends and developments in court reporting technology.
- Legal, medical and administrative terminology, phraseology, documents, forms and procedures.
- Clerical and legal record keeping practices and procedures.
- Correct English use, punctuation and grammar.

Ability to:

- Use computer-aided transcription software and real-time reporter equipment.
- Perform a set of tasks in accordance with established policies, procedures, statutes and standards.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Use, adjust and perform minor maintenance of stenographic and similar equipment.
- Take verbatim dictation of courtroom and related proceedings at a certified rate; transcribing such information accurately and maintaining attention to detail.
- Perform basic legal and related research to verify transcribed information.
- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Operate a transcriber, computer, stenotype machine and other related office equipment.
- Adapt to changing court reporting technology.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records; understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 lbs. from place to place; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; and periodic travel to other locations.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. Incumbents are expected to work inside buildings, along or closely with others. The working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

BENEFITS

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or childcare expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

RECRUITMENT AND APPLICATION PROCESS

Applicants must submit a completed application packet that includes a Court application, resume and a response to the supplemental question contained in this job announcement. Applicants may email the application packet to hr@eldoradocourt.org. The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California, County of El Dorado
Attn: Human Resources Dept.
2850 Fairlane Court, Ste 110
Placerville, CA 95667**

- Application packets must be received by the filing deadline.
- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.

- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.

www.eldorado.courts.ca.gov

Supplemental Question Court Reporter

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the "Work Experience" section of your application. Do not refer to a resume or other document.

1. Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667
TELEPHONE: 530-621-7427
www.eldoradocourt.org

FOR PERSONNEL USE ONLY
 Accepted
 Rejected
 Experience
 Education
 Late
 Other
 DATE: _____

Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.

IMPORTANT: YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: _____ MIDDLE: _____ LAST: _____

3. MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

4. HOME PHONE: () _____ BUSINESS PHONE: () _____ EMAIL ADDRESS: _____

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:
 State: _____ Type of License _____ Lic. No. _____ Expiration Date _____

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18th birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept: FULL-TIME PART-TIME TEMPORARY

13. Please check the location of the position you are applying for: SOUTH LAKE TAHOE PLACERVILLE CAMERON PARK

14. In addition to English, I can: speak read write fluently _____
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

Signature _____ **Date** _____

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

(i.e. "See attached resume" is unacceptable)

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE

17. EDUCATION AND EXPERIENCE

A. Do you possess a High School Diploma or G.E.D.? Yes No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS:

COURSE OF STUDY:

18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO

Computer

Typing _____ WPM

Steno _____ WPM

20. EXPERIENCE: Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1. WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3. HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4. ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. <input type="checkbox"/> A FRIEND OR RELATIVE 2. <input type="checkbox"/> A COURT EMPLOYEE 3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT 4. <input type="checkbox"/> COURT ADMINISTRATION | <ol style="list-style-type: none"> 5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____ 6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____ 7. <input type="checkbox"/> WEBSITE (Please specify site): _____ 8. <input type="checkbox"/> OTHER MEANS (Please specify): _____ |
|---|---|

GENDER: Male Female

AGE: Are you 40 years of age or older? YES NO