SUPERIOR COURT OF CALIFORNIA
COUNTY OF TEHAMA

EMPLOYMENT OPPORTUNITY FOR PART-TIME
COURT REPORTER – Real Time

JOB TITLE: **Court Reporter (Part-time)**

SALARY: **$43.27 - $50.09 hourly**

CLOSING DATE: **Continuous Recruitment**

HIRING INCENTIVE **$5,000.00 Total**
***$2500.00 upon hire (paid with first full pay period)**
***$2500.00 upon successful completion of 6-month probationary period**

POSITION SUMMARY: Under the general direction of the Assistant Court Executive Officer, is responsible for specialized clerical level records and transcribes verbatim stenographic accounts or voice writing system of official court proceedings as they are actually taking place within the courtroom.

DISTINGUISHING CHARACTERISTICS: The Court Reporter is a part-time, at-will, FLSA non-exempt position.

SUPERVISION RECEIVED AND EXERCISED Not applicable – no permanent full-time staff to supervise.

EXAMPLE OF DUTIES: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification.

- Maintains case files, reports and materials;
- Capable of performing instantaneous "Real Time" capabilities in the courtroom;
- Able to read back all or portions of the official court proceedings upon instruction from the judge;
- Use of stenographic equipment or voice write a verbatim record of courtroom Proeedings;
- Prepares printed or magnetic media transcripts; reviews and certifies printed transcripts of court proceedings;

- Maintains a variety of electronic and paper files of the court record for which the reporter is directly responsible;
- Prepares daily transcripts as needed and provides transcripts of proceedings on request of parties or by order of the court;
- Researches records for information requested;
- Uses general office equipment; and
- Performs related work as required.

KNOWLEDGE OF:

- Public information and communication techniques; and
- General clerical office procedures, including typing and record keeping

ABILITY TO:

- Ability to learn, understand and remain current with laws, regulations and policies governing court operations;
- Work rapidly and accurately and make decisions under pressure;
- Communicate effectively in written and oral form;
- Maintain accurate records;
- Organize and set priorities for work assignments;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Maintain effective working relationships with those contacted on the job;
- Use of computers for data and word processing; and
- Use of transcribing equipment at a rate necessary for successful performance of duties.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED and certification by the State of California as a Certified Shorthand Reporter or a Certified Court Reporter; and
- Requires knowledge of legal terminology.

Licenses, Certifications or Special Requirements

- Possession of a valid California Class C Driver License with an acceptable driving record;
- Background Investigation: Live Scan fingerprinting is required;
- All court employees must take the Oath of Allegiance; and
- Regular and punctual attendance is essential.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands 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.

- The employee is regularly required to stand and sit for long periods of time;
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Physical ability to lift, carry, push and/or pull light to moderately heavy objects, sometimes weighing up to 25 pounds such as files, stacks of papers and other materials;
- Moving from place to place within an office;
- Some reaching for items above and below desk level;
- Some kneeling and/or stooping.

BACKGROUND CHECK: Any candidate employed by the Tehama Superior Court, County of Tehama, will be required to submit to Live Scan Fingerprinting as a condition of employment, should an offer be made.

COMPENSATION AND BENEFITS:

Salary: $43.27 - $50.09 Hourly

- **Retirement Pan**: -Employees are enrolled in the California Public Employees' Retirement System (PERS) which is integrated with Social Security.
- **Health Insurance**: Health Insurance is available to part-time employees at a prorated rate based on hours worked.
- **Holidays** (including personal holiday): Part-time employees will be granted a prorated number of hours based on the ratio of hours worked in the employee's regular workday to eight (8) hours. This ratio is calculated as follows: total average weekly part-time hours in the pay period as numerator divided by forty (40).
- **Vacation**: Part-time employees accruing vacation on a prorated basis based on the ratio of hours worked in a regular work week divided by forty (40) hours.
- **Sick Leave**: A regular part-time employee will accumulate a pro-rated amount of sick leave based on the ratio of the part-time employee's assigned work hours in a regular work week to the forty (40) hours normally worked by a full-time employee.

APPLICATION PROCEDURE:

The Superior Court of California, County of Tehama has an employment opportunity for a Court Reporter. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery**.** No postmarks accepted.

The court application can be downloaded from the Tehama Superior Court Website at https://www.tehama.courts.ca.gov.

Address:

Tehama Superior Court
Attn: Human Resources
1740 Walnut St.
Red Bluff, CA 96080
Telephone: 530-529-6101 Fax: 530-527-9893

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job Work

Policy of Nondiscrimination

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.