



EMPLOYMENT OPPORTUNITY: Official Court Reporter

ANNUAL SALARY RANGE: \$51,403 to \$62,481 or \$56,544 to \$68,729
(Court Reporter) (Senior Court Reporter)

DEADLINE FOR APPLICATIONS: Ongoing until filled.

The Superior Court of California, County of Siskiyou is accepting applications for the position of Court Reporter or Senior Court Reporter (depending upon experience).

Siskiyou County is the northernmost county in California, situated next to the Oregon border. The county is dominated by majestic Mt. Shasta. At 6,347 square miles, the county is the 5th largest county, by area, in the state. It is 5 times the size of Rhode Island. With a population of about 45,000, the County offers its residents the diversity of all four seasons. Adventures available in Siskiyou County include; fishing, rafting, hiking, horseback riding, camping, bicycling, water skiing, snow skiing and numerous other outdoor activities. Yreka was nominated as one of the best small towns in America to live, due to the low crime rate, great schools, beautiful parks and general cleanliness.

Purpose:

Court Reporters and Senior Court Reporters provide verbatim official records of all testimony and court proceedings in cases heard at the Superior Court. This position falls under the direction of a Court Operations Manager.

Essential Duties:

(The following does not include all of the duties that may be performed.)

1. Records verbatim testimony and court proceedings using stenographic equipment; asks judge for clarification of instructions, orders, or other actions to properly note the official record.
2. Performs real time reporting, real time is defined as simultaneous electronic feed of court proceeding from the attending court reporter to the bench, when requested.
3. Reads back all or portions of the official court proceedings upon instruction from the Judge.
4. Prepares printed or magnetic media transcripts; reviews and certifies printed transcripts of court proceedings.
5. Maintains a variety of electronic and paper files of the portion of the court record for which responsible; prepares daily transcripts as needed; provides transcripts of proceedings as may be required by statute, on request of parties, or by order of the court.
6. Performs necessary research to verify case citations and spelling of legal, medical and other special terms
7. Prepares indices of witnesses and exhibits; responds to participants' requests regarding courtroom proceedings.
8. Performs other duties as assigned.

Minimum Qualifications for Education and Experience:

Court Reporter:

Minimum of one year as a certified Court Reporter working for a Court, or any combination of training and experience that would likely provide the required knowledge and abilities.

Senior Court Reporter:

Minimum of five years' experience as a certified Court Reporter, with at least one year working for a California court as an official court reporter.

Knowledge of:

Principles and practices of administration; court operations including relevant laws, regulations, legislation, rules, policies and procedures; legal and medical terminology and procedures and documents used in court cases; problem solving techniques; principles and practices of interpersonal and customer service relations; principles and practices of court reporting and legal record keeping; proper English usage, spelling, grammar, and punctuation.

Ability to:

Analyze problems and complaints and identify solutions; gain cooperation through discussion and persuasion; establish and maintain working relationships; effectively represent the Court in answering questions, responding to inquiries, providing assistance, and in dealing with concerns from the public, judicial officers, court staff, and others; operate stenotype machine to record court proceedings; prepare accurate and complete official written record; write in "real time" with computer assisted transcription; maintain confidentiality of courtroom proceedings; meet stringent deadlines; work independently, ability to utilize time management skills and prioritization.

Special Licenses Required:

Possess a valid State of California certification as a Court Reporter.

Working Conditions & Physical Demands:

Work is performed in an office environment and courtroom, which is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise, ability to sit for long periods of time without ability to move around. Computer is used on a daily basis in addition to stenographic equipment. This position may require travel by car to "on-site" viewings as referred to in trials. There may be occasional lifting up to 25 pounds, walking, some bending and stooping.

Benefits

Membership in CalPERS Retirement Plan
13 Paid Holidays and 4 Floating Holidays per year
Vacation, Sick, and Administrative Leave
Generous Court Paid Portion for Health/Dental/Vision insurance plans
Available Aflac Supplemental Insurance Plans
Court paid Employee Assistance Program
Court paid Life Insurance plan
Court paid Long-Term and Short-Term Disability plans
Court paid contribution to a 457 Deferred Compensation Plan

APPLICATION AND SELECTION PROCEDURE:

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Arrangements can be made for those applicants that may require accommodation. Candidates must complete and submit the application form, available from the following: our website at www.siskiyou.courts.ca.gov, or by picking up an application at the Siskiyou County Superior Court, 311 Fourth St., Rm. 206, Yreka, CA 96097. If desired you may attach a resume and cover letter that sets forth your reasons for interest in this position. The top finalists will be contacted by Court Administration for scheduling of an interview, background check and selection. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."** **Submit application materials to:** Superior Court of California, Attention: Court Administration, 311 Fourth Street, Rm. 206, Yreka, CA 96097. **Deadline for applications: Ongoing until filled.**