



The Superior Court of California, County of Butte  
Human Resources Department  
One Court Street, Oroville, CA 95965  
Phone: (530) 532-7103  Fax: (530) 532-7291  
[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

Invites Applications for the following position:

## SUPERVISING COURT REPORTER

**Hourly Salary Range: \$27.48 to \$33.39**

\*Salary is subject to a 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

**Filing Period: 7-26-2014 through 8-15-2014**

### **Position:**

This FLSA exempt position is responsible for reporting the official proceedings in the Superior Court of California, County of Butte, coordinating and scheduling the work of the Court Reporters assigned to the court, and supervising and evaluating their work. The incumbent will serve as liaison between judges and the Court Reporters.

**Representative duties:** The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Schedules and assigns coverage of Court proceedings to staff Court Reporters.
- Reviews and evaluates the work of subordinates.
- Attends Superior Court sessions and provides computer aided reporting and transcription of criminal, civil, contempt and juvenile proceedings; civil jury trials and hearings; preliminary hearings; petitions for extraordinary relief, including, but not limited to, proceedings for injunction, mandate, prohibition, certiorari, review, habeas corpus, and coram nobis; proceedings of the Grand Jury when requested by the Foreman, District Attorney, or County Counsel; and other court proceedings in which a party requests a Court Reporter in accordance with rules of courts.
- Reads back testimony to courts and juries.

### **Knowledge of:**

- Computer aided transcription machines, legal procedures, specific rules, and precedents.
- Legal terminology, phraseology, documents, forms, and procedures.
- Medical terminology.
- Business English including vocabulary, grammar, and punctuation.
- Common office machines and their operations.
- Principles and techniques of supervision.

### **Ability to:**

- Operate a computer aided transcription machine.
- Perform difficult, responsible, and complex legal court reporting duties with speed and accuracy and within deadlines.
- Identify, use, and correct a wide variety of legal forms, documents, and terminology.
- Make verbatim records of court proceedings.
- Interpret and apply laws, rules, and written and oral directions to specific situations requiring the use of good judgment and minimal supervision.
- Use good judgment in recognizing the scope and limit of authority delegated.
- Follow oral and written directions.
- Coordinate the work of several employees.
- Evaluate the performance of subordinates.
- Work cooperatively with those contacted in the course of work.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

## **Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

## **Experience and Education:**

- Two years of experience in the Superior Court, County of Butte, performing the duties of a Court Reporter, OR three years of experience as a Court Reporter in a comparable court of law in another jurisdiction.

## **Special Requirements:**

- Must possess a California license to practice as a certified, shorthand reporter issued by the Certified Shorthand Reporters board (2535 Capitol Oaks Drive #230, Sacramento, Ca 95833, (916) 263-3660). May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles.

**Pre-employment Policies and Other Requirements:** All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Possession of a valid California driver's license may be required, if applicable to the job.

## **Salary and Benefits Package:**

Salary range consists of 5 steps with approximately 5% between each. Annual performance reviews are given which may advance the employee through the steps.

## **Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- Management Leave – 5 days annually
- 13 paid holidays
- Position eligible for 2% longevity pay at 10 and 15 years of service
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)  
Employees are vested after 5 years of F/T service.
- Choice of 4 CalPERS Health Insurance Plans
- Dental & Vision Plans
- Basic Life Insurance provided by the Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- Deferred Compensation Plan
- Employee Assistance Program

## **HOW TO APPLY:**

An application may be obtained by visiting the Court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov) or contacting the Superior Court, County of Butte main courthouse located at One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Employment Application to the Human Resources Office by the final filing deadline.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All information on the application must be complete to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. **Include a complete list of work experience which relates to the specific Minimum Qualification requirements.** Applicants must meet all of the qualifications for the classification by the final filing date.

### **Policy of Nondiscrimination**

Superior Court of California, County of Butte 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) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, religious creed, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.