



The Superior Court of California, County of Butte
Invites Applications for

COURT REPORTER

Hourly Salary Range: \$24.99 - \$30.38*

*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: September 27, 2014 – October 17, 2014

Application Deadline: Friday, October 17, 2014 @ 4:00 p.m.

The Position: Reports the official proceedings in the Superior Court; and performs related duties as assigned.

Representative Duties: (The following lists of duties are typical of those performed by the incumbent in this classification; not all duties are necessarily performed by each incumbent and other duties may also be required)

- The Court Reporter attends Superior Court sessions and provides computer aided reporting and transcription of criminal, civil and contempt proceedings; juvenile proceedings; civil jury trials; hearings; petitions for extraordinary relief, including, but not limited to, proceedings for injunctions, mandate, prohibition, certiorari, review, habeas corpus, and coram nobis; proceedings of the Grand Jury when requested by the Foreman, District Attorney, or County Counsel; other court proceedings in which a party requests a Court Reporter in accordance with rules of courts.
- Reads back testimony to courts and juries.
- Prepares transcripts within prescribed deadlines.

Employment Qualifications: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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 operation

Ability to:

- Operate a computer aided transcription machine
- Perform difficult, responsible, and complex legal court reporting duty 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
- 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.

Special Requirements:

- Must possess a computer aided transcription machine.
- Must have successfully completed a course of study as a Court Reporter from an accredited college or university and possess a California License to practice as a certified shorthand reporter issued by the Certified Shorthand Reporters Board.
- 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 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).

This position requires, as a condition of continued employment, that they either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Salary and Benefits Package:

Salary range consists of five steps with approximately a 5% difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 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 or contacting the Superior Court, County of Butte 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 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 deadline and received within (7) days of the filing deadline.

Applications will be reviewed for minimum qualifications as listed above. 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 qualifications.** Applicants must meet all of the qualifications for the classification by the final filing date.

Policy of Nondiscrimination

Butte Superior Court does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religious creed, age, national origin, ancestry, military/veteran status, gender, genetic information, medical condition, or physical or mental disability. 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. If you require reasonable accommodation you may call the Court H.R. office at (530) 532-7013.

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