



**SUPERIOR COURT**  
COUNTY OF MADERA, STATE OF CALIFORNIA  
ANNOUNCEMENT OF EXAMINATION

**SUPERVISING COURT REPORTER**  
**Monthly Salary: \$5681 - \$6907**

*The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.*

**Final Filing Deadline: March 22, 2013**

Under limited supervision, provides supervision and coordination of duties for court reporters; records and transcribes verbatim stenographic accounts of official court proceedings, and performs related duties as required. Serves at the pleasure of the Court Executive Officer.

**SUPERVISION EXERCISED:**

Exercises supervision over lower level staff.

**IMPORTANT AND ESSENTIAL DUTIES:**

- Provides supervision in the coordination, training, and work direction for Court Reporters.
- Determines and assigns reporters to courtrooms as needed.
- Arranges for replacement reporters, as needed.
- Works within budgetary allocations for the court reporting division.
- Regulates schedules for reporters to ensure complete coverage of all dockets, including approving or disapproving leave time, as appropriate.
- Provides training for newly assigned reporters as well as per diem reporters in appropriate reporting techniques in procedures for various types of courtroom or other assignments, in the administrative flow of cases, and in the relevant aspects of court records.
- Evaluates the performance of subordinate reporters.
- Records and transcribes verbatim accounts of court proceedings in accordance with established policies, procedures, statutes, and standards.
- Records verbatim court proceedings using stenographic equipment.
- Obtains from judge necessary clarification of instructions, orders, or other actions to properly note the official record.
- Prepares and reads back all, or portions, of the official court proceedings upon instruction from the Judge.
- Operates a computer, recording equipment and/or other transcription devices.
- Prepares printed or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies printed transcripts of court proceedings.
- Maintains a variety of electronic and paper files.
- Prepares daily transcripts as needed.
- Provides transcripts of proceedings on request of parties or by order of the court.
- Ensures the preservation of stenographic notes and files as official records of the court in accordance with Government Section 69955 and other related statutes.
- Prepares orders for Presiding Judge's signature for destruction of court reporter notes.
- Orders and maintains supplies.

**OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as directed.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of effective supervision and training.  
Pertinent state laws and regulations regarding court reporting.  
Theory, principles, and practices of court reporting.  
Established policies, procedures, statutes, and standards for recording and transcribing verbatim accounts of court proceedings.  
Computer-aided transcription software.  
Current trends, practices, and developments in court reporting technology and/or profession.

**Skill to:**

Operate stenographic equipment.  
Operate modern office equipment including computer equipment.

**Ability to:**

Coordinate and organize the work of staff.  
Interpret and apply statutes and standards for recording and transcribing verbatim accounts of court proceedings.  
Learn and understand the organization and operation of the Madera County Court System.  
Learn the policies and procedures of the court department to which assigned.  
Work independently, without direct supervision.  
Meet time standards imposed by statute or by the court for the production, certification, and filing of transcripts.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.  
Adapt to changing court reporting technology, including but not limited to Real-time reporting.

**MINIMUM QUALIFICATIONS:**

Requires four years work experience in the class of Court Reporter with some supervisory and/or lead experience **AND** an educational level equivalent to a high school diploma or GED.

**LICENSE OR CERTIFICATE:**

Must possess a valid California Certified Shorthand Reporter License with identification number. Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS:**

Ability to work in a standard office environment; ability to sit for prolonged periods of time; ability to listen attentively to court proceedings for prolonged periods of time; ability to concentrate on court proceedings amid extraneous distractions. Court Reporters must provide and maintain their own reporting and transcription equipment.

**PHYSICAL EXAMINATION REQUIREMENTS:**

As a condition of employment with Madera County Superior Court, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera County Superior Court.

**BACKGROUND CHECK REQUIREMENTS:**

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

**EMPLOYEE BENEFITS:**

Benefits with Madera County Superior Court includes paid holidays and 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year; vacation accruals increasing thereafter with years of service (50 days maximum accrual); 10 days management leave per fiscal year; membership in the California Public Employees' Retirement System (CalPERS), with an enhanced 2.7% @ 55 retirement benefit formula or 2% @ 62 retirement benefit formula based upon the individuals established eligibility; and participates in the CalPERS Health Benefit Program; certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage; additional merit based longevity pay after 10, 15, 20, 25 and 30 years of service.

**EXAMINATION PROCESS:**

A qualifications examination for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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**FINAL FILING DATE:**  
**March 22, 2013 no later than 12:00 noon**

**APPLICATION PROCESS:**

Please review the Application Guidelines for requirements. A copy of a valid California Certified Shorthand Reporter License along with the official application and supplemental questionnaire are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am – 5:00 pm.

**MAILED APPLICATIONS:**

If an application is mailed, the application, a copy of a valid California Certified Shorthand Reporter License and supplemental questionnaire must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court**  
**Human Resources Division**  
**209 W. Yosemite Avenue, Madera, Ca 93637**

**NOTE:**

Postmarks, emails and faxes are not accepted.

**ADA ACCOMMODATIONS:**

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559) 661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Updated: 02/21/13