



# **SUPERIOR COURT**

## **COUNTY OF MADERA, STATE OF CALIFORNIA**

### **ANNOUNCEMENT OF EXAMINATION**

**COURT VOICE WRITER**  
**Monthly Salary: \$6,948 - \$8,446**

**Final Filing Date: Open Until Filled**

#### **THE POSITION**

Under general direction, record and transcribe court proceedings and prepare certified transcripts using voice writing equipment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **IMPORTANT AND ESSENTIAL DUTIES:**

- Reports and transcribes verbatim accounts of court proceedings in accordance with established policies, procedures, statutes, and standards using voice writing equipment.
- Provides real-time transcription or reads back all or portions of the official court proceedings to courtroom participants upon instruction from the judge, including to jurors during deliberation.
- Prepares transcripts; reviews and certifies transcripts of court proceedings.
- Maintains a variety of electronic and paper files of the court record.
- Provides transcripts on request of parties or the court.
- Prepares daily transcripts, as needed.
- Performs basic legal and other research to ensure appropriate case documentation of names, quotations, and similar information.
- Attends grand jury proceedings as directed and when requested by the foreperson, District Attorney or County Counsel.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Applicable federal, state, and local laws, regulations, statutes, and rules relating to court reporting services.
- Computer-Aided Transcription (CAT) and Real-Time Reporting.
- Voice writing computer software and equipment
- Legal, medical and other technical terminology utilized during the course of court proceedings.
- Proper English usage, grammar, punctuation and spelling.
- Courtroom procedures and protocol.

##### **Skill to:**

- Operate modern office equipment.
- Operate and maintain voice writing equipment.
- Operate a motor vehicle safely.

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**Ability to:**

- Make a verbatim record of court proceedings often of a technical nature, and at a high rate of speed using voice writing equipment.
- Ability to move, set-up and use voice writing machine for extended periods of time.
- Read back in open court and promptly prepare transcripts of proceedings when appropriate.
- Plan and organize work to meet deadlines.
- Respond timely and appropriately to inquiries and requests.
- Demonstrate a willingness to take on a variety of reporting assignments.
- Learn and understand the organization and operation of the Madera Superior Court system.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious relationships with those contacted in the course of work.
- Travel to various court reporting assignments throughout Madera County based on the operational needs of the Superior Court.
- Store paperless court reporter notes to online depository.

**OTHER JOB-RELATED DUTIES:**

- Performs related duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Experience:** Some professional court reporting experience is desirable.

**Education:** Requires equivalent to completion of the twelfth grade.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations, 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. Must provide and maintain own reporting and voice writing equipment.

**LICENSE OR CERTIFICATE:**

Possession of a Certified Court Reporter's license through the use of voice writing, issued by the Court Reporters Board of California, in accordance with the relevant sections of the Business and Professions Code as added or amended by AB 156 (2021-2022 legislative session).

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

**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 of employment with the Superior Court, County of Madera include 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be

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granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (50 days max accrual); Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or defined as a "classic member", will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of the health insurance premium for employee and 50% for either two-party or family coverage.

### **EXAMINATION PROCESS:**

A qualifications appraisal 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 Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources 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, gender, sex, or age in any of its programs or activities.

### **HOW TO APPLY**

Please review the [Application Guidelines](#) for requirements. Interested persons are to submit an official application. 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 AND E-MAIL APPLICATIONS:**

If an application is mailed or e-mailed, the application and all required documentation must be received by the final closing date indicated. An application may be mailed or e-mailed to:

**Madera Superior Court - Human Resources Division  
200 South G Street, Madera, Ca. 93637**

**[HR@madera.courts.ca.gov](mailto:HR@madera.courts.ca.gov)**

**NOTE: Postmarks 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) 416-5517.

**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.**

*Revised: April 17, 2024*

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