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

COURT REPORTER
Part-Time (30 hours per week)
Monthly Salary: $3,803 - $4,622

Final Filing Date: Open until filled

THE POSITION
Under general direction, record and transcribe verbatim stenographic accounts of court proceedings and prepares certified transcripts of the proceedings.

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.
- 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, statues, and rules relating to court reporting services.
- Computer-Aided Transcription (CAT) and Real-Time Reporting.
- Legal, medical and other technical terminology utilized during the course of court proceedings.
- Proper English usage, grammar, punctuation and spelling.
- Courtroom procedures and protocol.
- Current trends, practices, and developments in court reporting technology.

Skill to:
- Operate modern office equipment.
- Operate stenographic equipment.
- Operate a motor vehicle safely.

An Equal Employment Opportunity

Ability to:

- Make a verbatim record of court proceedings often of a technical nature, and at a high rate of speed.
- 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 working relationship with those contacted in the court of work.
- Adapt to changing court reporting technology, including but not limited to Real-time reporting.
- 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 transcription equipment.

LICENSE OR CERTIFICATE:

Must possess a valid California Certified Shorthand Reporter License with identification number or Certified Court Reporter. 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); prorated 60 hours of paid vacation after 12 calendar months of continuous service, vacation accruals increasing thereafter with years of service (45 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 6.75%. 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 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.

APPLICATION PROCESS:

Please review the *Application Guidelines* for requirements. **A copy of a valid California Certified Shorthand Reporter License along with the official application are required to apply.** A resume may be included with the application but will not be accepted in lieu of an official application. The application is required and may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: ***Monday - Friday, 8am – 5pm.***

MAILED APPLICATIONS:

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

Madera County Superior Court
Human Resources Division
200 South G Street, 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) 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: August 21, 2020