



**Superior Court of California  
County of Tuolumne  
41 West Yaney Avenue  
Sonora, CA 95370**

**- JOB ANNOUNCEMENT -  
Court Reporter  
(Non-Exempt, Full-time Position)**

**Date Posted: May 19, 2016  
Final Filing Date: June 10, 2016, by 5:00 p.m.  
(Postmarks not accepted)**

**Hourly Compensation: \$25.23 to \$30.80 (plus additional pay premium for Realtime) + Benefits**

**For complete position information, application process,  
and required employment application, please visit:**

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>

**Tuolumne County:**

The County of Tuolumne (population 57,000) is located in the heart of the California "Mother Lode" gold country region and was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is a recreational paradise and a wonderful place to live. The area contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

**The Position:**

Under general supervision and following the Tuolumne Superior Court's format, the incumbent in this position is responsible for recording, transcribing and maintaining the official verbatim record of court testimony and proceedings; preparing, delivering and timely filing official court transcripts; and performing other related duties as required.

## **Representative Duties:**

*(For illustrative purposes only – does not include all of the duties that may be performed)*

### **Record the official verbatim record of court testimony and proceedings, using own stenographic equipment and/or other computerized recording equipment.**

- Report to assigned department, obtain supplies needed and set up necessary equipment, including equipment needed for Realtime reporting, when requested or required.
- Record verbatim record of court testimony and proceedings, using own stenographic equipment and/or other computerized recording equipment.
- Ask speakers to clarify inaudible statements to ensure accuracy of the record.
- Respond to requests during court sessions and proceedings to read back portions of already recorded proceedings.
- Provides real-time for judicial officers as required.

### **Prepare, deliver and file official court transcripts.**

- Utilizing the daily calendar, transcribe, print, and bind all required transcripts in accordance with established rules, procedures, and formats.
- Submit complete and legible transcripts to Supervisor/Manager for filing and processing of the claim form.
- For appellate transcripts, may act as lead reporter and work closely with the clerk assigned to the Appeals desk to ensure timely delivery of transcripts: track the order of the transcript; assign page numbers; organize and assemble transcripts; deliver to clerk assigned to the Appeals desk.
- Prepare written transcripts (either draft or final versions) for judicial officers upon request

### **Maintain raw notes and discs.**

- Bind and label raw notes. Box and label according to destruction date and prepare for transfer to Records Management for transfer to Archives for storage.
- Maintain notes, files and other related documents to ensure the security of same.
- Label Steno machine discs, organize and maintain for ease of access when necessary.

### **Perform other related duties as required.**

- Communicate regularly with Supervisor/Manager and other reporter(s) regarding coverage.
- Communicate with and clarify any questions that arise regarding minute order discrepancies with court staff.
- Assist justice partners, counsel and pro per litigants with transcript requests.

## **Judgment and Responsibility:**

The incumbent receives general instructions with moderate to limited supervision. Incumbent works from objectives set by supervisor and independently organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Incumbent may independently handle some non-routine situations.

## **MINIMUM QUALIFICATIONS:**

### **Certification:**

Must possess and maintain a California Certified Shorthand Reporter (CSR) license issued by the State of California and be in good standing.

### **Knowledge:**

Demonstrated knowledge of the following:

- Principles and practices of court reporting as regulated by the California Rules of Court, the Government Code, Civil Code of Procedure, Business and Practices Code, and various other Code sections applicable to court reporting.

- Computer-aided Transcript and Westlaw Realtime technology.
- Legal, medical, and other specialized terminology used in Court proceedings.
- Proper English usage, grammar, punctuation, and spelling, including legal, medical, and technical terminology.

## **PREFERRED QUALIFICATIONS:**

### **Experience:**

Two years professional court reporter experience.

### **Demonstrated Ability to:**

- Use computer-aided transcription to prepare the official record.
- Research legal and medical terminology, including case citations and related information to keep software dictionary current for Realtime.
- Transcribe CD recordings upon request.
- Understand and follow complex instructions.
- Work independently, and exercise discretion and judgment.
- Organize and prioritize transcript production in order to meet and maintain critical deadlines.
- Effectively communicate both verbally and in writing.
- Establish and maintain effective working relationships and customer service with those contacted in the course of the work.
- Attend and participate in periodic staff meetings, and required training.
- Remain current with and adapt to changing court reporter technology.
- Acts as a backup to another court reporter position.
- Maintain confidentiality in the course of work.
- Maintain a current Court Reporter license with a status of good standing.
- Maintain a valid California driver's license.
- Pass a pre-employment fingerprint and professional background check.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

While performing the duties of this job, the incumbent is constantly required to sit, stand, and use hands and fingers to handle or feel objects, tools, and controls. The incumbent is frequently required to talk, hear, reach, and bend, and occasionally required to stoop, kneel, and operate a vehicle. The incumbent must be able to lift and/or move up to 25 pounds, including occasionally carrying objects between two different buildings, and up and down stairs in a building that has no elevator.

Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Benefits:**

- CalPERS retirement plan (employee pays the employee's 7% EPMC on a monthly pre-tax basis);
- CalPERS Medical Retirement;
- Potential to accrue 240 hours of Personal Time Off for vacation or sick leave usage;
- 13 paid holidays per calendar year;

- 16 hours of paid floating holidays per calendar year;
- Monthly court contribution toward monthly health insurance premium costs – amount varies according to employee’s plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the Court’s health plan(s);
- Court-paid \$40,000 Group Term Basic Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans;
- Tuition Reimbursement program;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

### **How to Apply and Selection Procedure**

Interested applicants must submit a completed and signed Tuolumne Superior Court employment application, cover letter, and resume in order to be considered for this position. Incomplete application packets and late submissions will not be accepted.

#### **Please forward all required application materials to:**

**Superior Court of California, County of Tuolumne - Attn: HR Dept.**

**41 West Yaney Avenue - Sonora, CA 95370**

**[pam@tuolumne.courts.ca.gov](mailto:pam@tuolumne.courts.ca.gov)**

**Fax: (209) 533-6607**

- Application packets evaluated as best qualified according to the position criteria will be invited to participate in a panel interview to measure the candidates’ Court Reporter knowledge and skills.
- If you have any questions concerning the above or wish to request reasonable accommodation for this application process, please send your message to the above email address, or call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.