



**Superior Court of California
County of Tuolumne**

18255 Justice Center Dr.

Sonora, CA 95370

- JOB ANNOUNCEMENT -

Court Reporter I/II/III

(Non-Exempt, Full-time Position)

Closing Date: UNTIL FILLED

Hourly Rates:

Court Reporter I \$32.7009-\$39.9211

Court Reporter II \$34.0321- \$41.5461

Court Reporter III \$36.8591-\$44.9974

Benefits:

- Potential to accrue 22 days of Personal Time Off (PTO) the first year.
- 14 paid holidays per calendar year.
- 5 days of paid floating holidays per calendar year to be used as full days, or in hourly increments.
- \$1500 annual reimbursement for Court Reporter Equipment and software.
- Court Reporters who are proficient in Real-Time will receive an increase to their hourly rate based on the schedule below:
 - Court Reporter I- 3%
 - Court Reporter II- 5%
 - Court Reporter III- 7%

- Monthly court contribution toward monthly health insurance premium costs up to \$2600.00 (\$2,800 beginning January 2025)
- \$75.00 per month Wellness Reimbursement.
- Court-paid \$60,000 Group Term Basic Life Insurance plan.
- Court-paid Short-term and Long-term Disability plans.
- Tuition Reimbursement program, up to \$2,000 per year.
- CalPERS retirement plan
- CalPERS Medical Retirement.
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000.

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

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

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 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.

- All transcripts will be delivered electronically using YESLAW services.
- Utilizing the daily calendar, transcribe, print, and bind all required transcripts in accordance with established rules, procedures, and formats.
- Submit complete 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 transcripts (either draft or final versions) for judicial officers upon request.

Maintain raw notes and discs.

- Bind and label raw notes, if applicable. 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. All employees must possess a valid California Driver License.

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.

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.

PREFERRED QUALIFICATIONS:

Experience:

Court Reporter I- Less than 1 year experience
 Court Reporter II- 1-2 years previous experience
 Court Reporter III- 3+ years previous experience required.

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.

How to Apply and Selection Procedure

Interested applicants must submit a completed and signed Tuolumne Superior Court employment application, cover letter, resume, and copy of current court reporter license to be considered for this position. Incomplete application packets will not be accepted.

Please forward all required application materials to:

**Superior Court of California, County of Tuolumne - Attn: HR Dept.
12855 Justice Center Dr. Sonora, CA 95370**

jmorrison@tuolumne.courts.ca.gov

- If you have any questions concerning the above or wish to request reasonable accommodation to participate in this application process, please send your message to jmorrison@tuolumne.courts.ca.gov, or call (209) 533-6914.