



**The Superior Court of California, County of Amador
Invites Applications for the Position of**

COURT REPORTER

This is a permanent, 24 hour work week position with benefits

Final Filing Date – Friday, December 30, 2016

Pay Rate: \$27.45 - \$35.03/Hour (DOQ)

POSITION SUMMARY

Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of official court proceedings and performs related duties as required.

REPORTING RELATIONSHIPS

Reports to Court Executive Officer and Judges.

MINIMUM POSITION REQUIREMENTS

Education:

High school diploma or equivalent.

Certification:

Certification by the State of California as a Certified Shorthand Reporter.

Experience:

One year of experience performing certified shorthand reporter work.

Knowledge:

- Legal terminology, procedures, statutes, and standards.
- Principles, practices, methods, and techniques of court shorthand reporting.
- Clerical and legal record keeping practices and procedures.
- Basic medical and related technical terminology and processes.
- Common legal formats as it relates to correspondence and documents.
- Business English, including spelling, punctuation, vocabulary, and grammar.
- Public and community relations.

Special Skills/Equipment:

Skills:

- Record verbatim testimony and court proceedings using stenographic equipment at 200 wpm to prepare an accurate and complete official written record.
- Ability to read back verbatim records in open court as required.
- Preparation, review and certification of daily and/or printed transcripts as needed.

Court Reporter, Cont.

- Maintain a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible.
- Ability to review the court calendars and make arrangements with other official or contract reporters to provide services when needed.
- Ability to perform the duties of a court clerk when court reporter services are not required in court.
- Ability to work independently in a courtroom environment.
- Ability to organize and set priorities.
- Ability to perform difficult, responsible, and complex legal clerical work with speed and accuracy within required deadlines.
- Ability to handle high levels of stress satisfactorily.
- Strong written and oral communication skills, effectively using the English language, both orally and in writing; includes the ability to write thoughtful and concise memoranda, using correct grammar and spelling, as well as the ability to ask for clarification of and follow instructions, orders, or other actions.
- Ability to use good judgment and maintain confidential information according to legal standards and/or court regulations.
- Intermediate skills in word processing.
- Use of office equipment, including computers, telephones, calculators, copiers, fax, and audio-visual equipment.
- Ability to establish and maintain effective working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies, and the public.

Equipment:

- Court Reporter must provide dictation and transcribing equipment necessary to perform the essential functions of the job.

Physical Requirements:

Must be able to sit and concentrate in one location for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to work under demanding conditions.

INDIVIDUALITY AND ACCOUNTABILITY:

Prioritizes workload and projects to ensure tasks are performed in accordance with deadlines. Maintains adequate stenographic equipment to provide a verbatim account of official court proceedings, and is proficient in the operation of equipment.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization with emphasis on team building (both peers and management); ability to demonstrate interpersonal and communication skills dealing with the public and other agencies; work in a high visibility, high volume environment.

BENEFITS:

- Health, vision, and dental plan or cash in-lieu option
- Supplemental Life Insurance available
- 457 Deferred Compensation Plan available
- Membership in Public Employee Retirement System
- Flexible Spending Account (FSA)

APPLICATION AND SELECTION PROCESS

How to apply

Interested persons are to submit a court application. The court application should indicate each former position held, job title, name of the firm or agency, dates of employment, salary level, end of employment, and description of duties performed.

A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

Mail, fax, e-mail or deliver a hard copy of the court application to:

Amador Superior Court

500 Argonaut Lane, Jackson, CA 95642

Attn: Human Resources

Email: dharmon@amadorcourt.org

Telephone: 209-257-2681 Fax: 209-257-2677

Application can be downloaded from the Amador Superior Court Website at

<http://www.amadorcourt.org/generalInfo/employment/jobapp.pdf>

The selection process is subject to change. Applicants will be notified if changes are made. Amador Superior Court must receive all application materials no later than 5:00 p.m., December 30, 2016. Postmarks will not be accepted. A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to participate in an interview. The successful candidate must pass a security background check and a drug test. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Amador Superior Court at 209-257-2681.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Amador will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Amador encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Amador.

Nothing contained within this document should be construed as an indication that the court will not engage in the interactive process to provide a reasonable accommodation for any qualified employee or applicant with a disability, in compliance with state and federal law.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected