

**Superior Court of California,
County of Solano
Job Announcement**

**Court Reporter
RECRUITMENT # 2018-01**

Salary: \$70,911 - \$86,193 annually

CLOSING DATE: January 26, 2018

Job Definition

Under direction, prepare and transcribe official verbatim recordings of court proceedings using machine shorthand; and to perform related work as assigned. This classification is full-time, represented and non-exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies)

- Records verbatim testimony and court proceedings using an accepted method of machine shorthand.
- Requests clarification of instructions, orders, or other actions to properly note the official record.
- Prepares and reads back all or portions of the official court proceedings upon instruction from the Judicial Officer.
- Reviews and certifies printed transcripts of court proceedings.
- Explains terminology, procedures and regulations related to transcription, billing and collection.
- Obtains supplies and maintenance for own equipment.
- Contacts law enforcement agencies, laboratories and others regarding spelling of names of personnel, slang, testing procedures, curriculum vitae, etc.
- Uses reference materials for accurate spelling of medical, technical and other specialized vocabulary.
- Maintains current knowledge of State regulations related to court reporting.
- Works effectively with a diverse clientele.
- Maintains confidentiality of records.
- Collects statistical information and prepares reports, as necessary.
- Performs other related work as required by business needs.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

- Techniques and procedures for use of machine shorthand equipment, including real-time computer aided approaches.
- Knowledge of trial court system and legal terminology.
- Knowledge of courtroom procedures and protocol.
- Knowledge of laws, codes, and regulations related to court reporting services.
- Knowledge of English grammar, spelling, and punctuation.
- Attention to detail.
- Ability to attend to and distinguish multiple voices.
- Modern office equipment, which may include computer, computer programs, fax, copier, etc.
- Understand and follow complex oral and written instructions.
- Communicate with diplomacy and courtesy.
- Establish and maintain effective working relationships.
- Organize and manage multiple priorities.

Educational and Work Experience Requirements

Must possess and maintain a certificate as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code § 69942.

Desirable Qualifications

- Real time certification is desirable
 - Three percent (3%) additional pay differential if deemed real time capable.
 - Six percent (6%) additional pay differential if real time certified by NCRA.

License Requirement

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work includes the need to sit for long periods of time and may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required. Some bending, stooping, and/or squatting may be necessary. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013).
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered through CalPERS), Delta Dental (HMO & PPO plans), VSP vision insurance, with generous employer contribution toward premiums.
- Supplemental retirement plan (457 deferred compensation plan) available
- Flexible spending account for qualifying medical, dependent care, and/or transportation expenses.
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents.
- Sick leave, vacation leave, and floating holidays.
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 20,800 hours worked.

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application. An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel of subject-matter-experts (SMEs) will conduct a structured oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov. Hard-copy application forms and job announcements may be picked up in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes, e-mails or postmarks are not accepted.