

**LAKE COUNTY SUPERIOR COURT IS NOW ACCEPTING APPLICATIONS FOR:
FULL TIME OR PART TIME
COURT REPORTER I/II/III**

OPENING DATE: 11/5/2020

CLOSING DATE: Until Filled

SALARY

Position	Hourly Range	Monthly Range
Court Reporter I	\$32.01 - \$38.91	\$5,549.08 – \$6,744.94
Court Reporter II	\$35.30 - \$42.90	\$6,117.86 – \$7,436.30
Court Reporter III	\$38.91 - \$47.30	\$6,744.93 – \$8,198.51

LOCATION

255 North Forbes Street, Lakeport, CA 95453

WORK SCHEDULE

30-40 hour work week

Scheduled hours: Monday – Friday 8:00am – 5:00pm

EMPLOYEE BENEFITS

PERS retirement plan integrated with Social Security, subject to the recently enacted pension reform legislation; generous contribution toward employee health (typically covers employee coverage in full); dental, vision, and life insurance coverage, 80 hours per year paid vacation increasing upon length of service; 96 hours per year paid sick leave; and 12 paid fixed holidays per year; 3 paid floating personal days per year.

DEFINITION

Under general supervision, records court proceedings and prepares transcripts of court proceedings; performs related duties as required. Incumbents must provide own stenographic machine.

EXAMPLES OF DUTIES *(illustrative only)*

Depending upon the assignment, duties may include, but are not limited to the following:

- Attends court and record court proceedings including examination, testimony, judicial opinions, judge's charge to jury judgment or sentencing using stenographic machines; may record quasi-judicial hearings, formal or informal meetings
- Upon the judge's request, may read portions of transcript during a trial, may ask speakers to clarify inaudible statements
- Operates typewriter, computer or other device to transcribe recorded material, or dictate material into recording machine
- Prepares transcripts of court proceedings according to standardized format; may verify technical terminology
- According to established procedure, collate and bind transcripts, certify transcripts accuracy, and file with the court clerk
- Assists other in the performance of related tasks

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and

abilities necessary for satisfactory job performance. Example combination includes successful completion of specialized training in court reporting.

Court Reporter I – This is the entry and first working level class in the series. Possession of a Shorthand Reporter Certificate from the State of California is required.

Court Reporter II – This is the journey level of the series. Possession of a Shorthand Reporter Certificate from the State of California and two years professional court reporting experience is required.

Court Clerk III – This is the expert working level of the series. Possession of a Shorthand Reporter Certificate from the State of California and five years professional court reporting experience is required.

QUALIFICATIONS

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of shorthand reporting
- Skill in operation of a variety of office equipment, including a typewriter at 45 wpm, and the operation of a stenographic machine at a speed of 200 wpm and computer software for the purpose of producing written transcripts of proceedings.
- General office and court procedures

Ability to:

- Use correct English grammar, punctuation, and spelling, and edit for inconsistencies in spelling, punctuation, and grammar
- Prepare accurate stenographic records of court proceedings
- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relationships

Physical Demands:

This position is primarily a desk jobs which may require sitting for long periods of time. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

Special Requirements:

Incumbents must provide own stenographic machine.

Possession of a Shorthand Reporter Certificate from the State of California.

Possession of a valid California driver's license. This requirement will be reviewed on a position basis in accordance with ADA regulations.

Working Conditions:

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel to branch office and statewide as necessary.

This class specification is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

FLSA Status:

Non-Exempt

Application and Job Description may be obtained from the Court's website www.lake.courts.ca.gov or the Court Clerk's office at either court location: 255 North Forbes Street, 4th Floor, Lakeport, California or 7000-A South Center Drive, Clearlake, California, or by calling (707) 263-2374 x2838.