



Superior Court of California
County of Lake
Courthouse
255 North Forbes Street
Lakeport, California 95453-4759
(707) 263-2374
An Equal Opportunity Employer

KRISTA D. LEVIER

CLERK OF THE COURT
JURY COMMISSIONER

**IS ACCEPTING APPLICATIONS
for
COURT REPORTER I/II/III or REAL-TIME COURT REPORTER**

All applicants must submit a completed Superior Court of California, County of Lake application form.

OPENING DATE: 11/05/2020

CLOSING DATE: Continuous until filled

The Superior Court of California, County of Lake is now accepting applications to create an eligibility list to fill **current** and **future** vacancies in the Court Clerk I/II/III series.

Applications are available on the court's website: www.lake.courts.ca.gov
or by email vanessa.vestal@lake.courts.ca.gov

SALARY

Court Reporter I	Hourly: \$32.01 to \$38.91	Monthly: \$5,549.08 to \$6,774.94
Court Reporter II	Hourly: \$35.30 to \$42.90	Monthly: \$6,117.86 to \$7,436.30
Court Reporter III	Hourly: \$38.91 to \$47.30	Monthly: \$6,774.94 to \$8,198.51
Court Reporter (LCSC Certified Real Time)	Hourly: \$41.08 to \$49.94	Monthly: \$7,120.97 to \$8,665.58
Court Reporter (NCRA Certified Real Time)	Hourly: \$43.08 to \$52.36	Monthly: \$7,446.65 to \$9,075.75

EMPLOYEE BENEFITS

PERS retirement plan integrated with Social Security subject to the recently enacted pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 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 or voice writing machine.

CLASS CHARACTERISTICS

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 Reporter 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.

Real Time Court Reporter (LCSC) – Possession of a Shorthand Reporter Certificate from the State of California and a Real-Time Provider Agreement signed by Real-Time Court Reporter and approved by Court Manager certifying Real-Time reporting skills is required.

Real Time Court Reporter (NCRA) – Possession of a Shorthand Reporter Certificate from the State of California and a Certified Realtime Certificate from the National Court Reporter's Association is required.

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 or voice writing equipment; 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
- If employed as a Real-Time Court Reporter, provides real-time reporting services when requested to do so for all court proceedings
- Assists others 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.

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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.

Real Time Court Reporter (LCSC) – Possession of a Shorthand Reporter Certificate from the State of California and a Real-Time Provider Agreement signed by Real-Time Court Reporter and approved by Court Manager certifying Real-Time reporting skills is required.

Real Time Court Reporter (NCRA) – Possession of a Shorthand Reporter Certificate from the State of California and a Certified Realtime Certificate from the National Court Reporter's Association 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 stenographic or voice writing equipment 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 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 job 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 or voice-writing equipment
- 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

May be required to:

- Attend meetings outside of normal working hours
- Work occasional evening and weekend hours
- Travel to branch office and statewide as necessary

SELECTION PROCEDURE

Application forms may be obtained from the Court's website www.lake.courts.ca.gov, by emailing vanessa.vestal@lake.courts.ca.gov, by calling (707) 263-2374 ext. 2838, 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.

All applicants must submit a completed Superior Court of California, County of Lake application form. It is not acceptable to complete the application with statements such as "see resume" or "see attached." Resumes may be submitted in addition to the application form; however, they will not be accepted in lieu of the application form. Applications must be received at the Court Clerk's office 255 North Forbes Street, Lakeport, California.

Employment with the Superior Court is contingent upon passing a security clearance which includes, but is not limited to, fingerprinting and a Department of Justice records check. Before appointment candidates must provide documents evidencing identity and authority to work in the United States.

Please notify the court if accommodation due to disability is needed during the selection process by calling (707) 263-2374 ext. 2838. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.