



**Superior Court of the State of California  
County of Kings  
1640 Kings County Drive Hanford, CA 93230  
(559)582-1010 Extension 6021**

## **Job Announcement**

# **COURT REPORTER – PER DIEM**

**\$350.00 Per Day**

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings, is accepting applications for Court Reporters, Per Diem. A Court Reporter Per Diem is a temporary non-benefited position that is assigned court-wide, on an intermittent or as-needed basis. The work hours will vary based on the temporary staffing needs of the court. Per Diem Court Reporters will be paid a full day Per Diem rate, however, work hours may vary based on assignment and may require coverage in more than one Department based on the need of the Court.

### **ABOUT THE POSITION**

The individual appointed to this position will perform a wide variety of duties including, but not limited to:

- Attend Court sessions as assigned and make verbatim stenographic records of the proceedings, often of a technical nature and at a high rate of speed;
- Provide immediate read back of all or portions of the record upon request;
- Prepare printed or magnetic media transcripts of court proceedings;
- Utilize computer-aided or manual transcription to prepare transcripts in accordance with prescribed formats and deadlines;
- Review, certify and file printed transcripts of court proceedings and provide daily transcripts as needed;
- Provide, at own expense, all necessary equipment and materials to produce the verbatim record, pursuant to California Rules of Court, Rule 10.810;
- Maintain a variety of paper and electronic files; and
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

Possession of High School Diploma or G.E.D. Possess and maintain a certificate and be in good standing as a Certified Court Reporter issued by the state of California OR evidence of successful testing in accordance with the Government Code Section 69942.

### **DESIRABLE QUALIFICATIONS**

Experience in a Superior Court setting; ability to take stenographic dictation at a speed of 220 words per minute; type at a speed of 50 words per minute. Capable of performing instantaneous “Real Time” capabilities in the courtroom.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class ‘C’ driver’s license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and trainings.

## **CLOSING DATE**

**Continuous**

## **REQUIRED APPLICATION MATERIALS**

- Letter of Interest
- Resume
- Court Application
- Court Reporter Certification(s)

A résumé or faxed application cannot substitute for an original Court application. Application materials must be submitted by court email [personnel@kings.courts.ca.gov](mailto:personnel@kings.courts.ca.gov) or by mail:

Superior Court of the State of California  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov). Click on the General Information tab and then click on Employment.

**EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*