



**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 I/II/III

Court Reporter I Salary Range: \$71,113 - \$95,298
Court Reporter II Salary Range: \$74,668 - \$100,063
Court Reporter III Salary Range: \$80,290 - \$107,597

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has openings for Court Reporter I/II/III depending on experience and qualifications.

ABOUT THE POSITION

Take and transcribe verbatim statements of all Court proceedings using an accepted method of machine shorthand; requests clarification of instructions, orders or other actions to properly note the official record; provides real-time transcription or reads back record of proceedings; identify speakers properly, and note the introduction of exhibits or evidence; prepare transcriptions in proper legal form; meet court-fixed deadlines for transcriptions; report criminal proceedings; conservatorship, mental competency hearings, civil and criminal contempt proceedings, juvenile proceedings, Civil 232 proceedings, family law proceedings, civil jury trials, petitions for extraordinary relief, injunctions, and writs of mandate, prohibition and habeas corpus. Attends court for grand jury and petit jury sessions; makes verbatim official records of proceedings, often of a technical nature and at a high rate of speed; provides immediate read back of all portions of the records as requested; prepares transcripts of proceedings as requested; prioritizes requests for transcripts in order to meet legal deadlines; reviews and certifies the accuracy of printed court transcripts; files official transcripts; performs necessary research to verify case citations and spellings of legal, medical, and other special terms used during a case; prepares incises of witnesses and exhibits; responds to participant's requests regarding courtroom proceedings; schedules additional court reporters as necessary to meet workload demands; provides work direction and training for temporary reporters; develops statistical records; operates a variety of office equipment, including transcription machines, computer terminals, printers, typewriters, copiers, and related equipment. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.)

MINIMUM QUALIFICATIONS

Education: 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.

Experience: Court Reporter I - up to two (2) years' experience as a certified State of California Court Reporter; Court Reporter II - minimum of 2-5 years of experience as a certified State of California Court Reporter; Court Reporter III - minimum of 5 + years of experience as a certified State of California Court Reporter.

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.

EMPLOYEE BENEFITS

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees.

The court also provides paid time-off:

- Paid Holidays – Full-time court employees receive 13 paid holidays
- Paid Sick Leave – Full-time court employees accrue 12 paid sick days per year
- Paid Vacation - Accrual based on years of service; 0-2 = 10 days per year, 2-5 = 12 days, 5-10 = 15 days, 15-20 = 20 days, 20-25 earn 21.5, and employees with 25 years of service earn 25 per year

Health Insurance: The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of court-sponsored medical insurance.

Life Insurance: The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

EMPLOYEE BENEFITS CONTINUED

Retirement: The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 6.5% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The court offers employees the ability to participate in 457 deferred-compensation plan.

Employee Assistance Program (EAP): The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE

Open Until Filled

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 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. 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]

