



**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 (Stenography or Voice Writing)

Court Reporter I Salary Range: \$81,981 – 109,859

Court Reporter II Salary Range: \$86,078 – 115,352

Court Reporter III Salary Range: \$92,560 – 124,040

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is hiring full-time Court Reporters I/II/III (depending on experience and qualifications).

INCENTIVES

This is a non-exempt position. Incentives negotiated per the M.O.U. are as follows:

- \$1,000 Hiring Bonus (subject to federal and state taxes)
- 7.5% differential for Certified Real-Time Captioner (CRC) through National Court Reporter Association (NCRA) or 5% differential for Non-Certified Local Real-Time (in-house testing provided)
- Up to \$775 Annual Expense reimbursement (eligible expense list provided upon offer of employment)
- Up to \$225 Annual License Fee reimbursement
- Up to four (4) hours of flexible release time per week

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;
- Be Real Time capable and provide Real Time services upon request;
- 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;
- Upload Court Reporter Notes to ACORN program within thirty (30) days from the date of any hearing;
- Ability to timely file transcripts through YESLaw within thirty (30) days, or as required by law, from the date of any hearing; and
- Perform other related duties as required.

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.

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 14 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. For full-time employees 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. **The court pays a pro-rated percent of the cost based on hours worked for part-time employees.**

EMPLOYEE BENEFITS CONTINUED

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.

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 7.25% 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

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** 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]