



**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

\$175.00 Half Day Rate

\$350.00 Full Day Rate

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for the position Court Reporter, 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. Employees may be assigned to work a half-day or full-day.

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

Open Until Filled

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]