



**SUPERIOR COURT**  
**COUNTY OF MADERA, STATE OF CALIFORNIA**  
**ANNOUNCEMENT OF EXAMINATION**  
**EMPLOYMENT OPPORTUNITY**

**SENIOR COURT REPORTER**

**Salary: \$5,022- \$6,104**

*The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.*

**FINAL FILING DATE: Friday, May 3, 2013 by 12 noon**

**THE POSITION**

Under direction, assists the Supervising Court Reporter in the supervision and coordination of duties for court reporters; leads, oversees and participates in the more complex and difficult work of staff; records and transcribes verbatim stenographic accounts of official court proceedings, provides support at all times to the Supervising Court Reporter; and to do related work as required.

**SUPERVISION EXERCISED:**

Exercises technical and functional supervision over lower level staff.

**IMPORTANT AND ESSENTIAL DUTIES:**

- Provides lead work and assists in the coordination of work for Court Reporters.
- Assists in work direction and assigning reporters to courtrooms as needed.
- Assists in training for Court Reporters and per diem reporters in the areas of work methods, techniques and operation of equipment.
- Assists in the selection and evaluation of Court Reporters.
- Assists in the development of divisional policies and procedures and the allocation of staff resources.
- Performs the full range of Court Reporter duties.
- Records and transcribes verbatim accounts of court proceedings in accordance with established policies, procedures, statutes, and standards.
- Records verbatim court proceedings using stenographic equipment.
- Obtains from judge necessary clarification of instructions, orders, or other actions to properly note the official record.
- Prepares and reads back all, or portions, of the official court proceedings upon instruction from the judge.
- Operates a computer, recording equipment and/or other transcription devices.
- Prepares printed or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies transcripts of court proceedings.
- Maintains a variety of electronic and paper files.
- Prepares daily transcripts as needed.
- Provides transcripts of proceedings on request of parties or by order of the Court.
- Assists in ensuring the preservation of stenographic notes and files as official records of the court in accordance with Government Section 69955 and other related statutes.
- Assists in the ordering and maintaining of supplies.

-Provides support and serves as Supervising Court Reporter in the absence or request of the Supervising Court Reporter.

**OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as directed.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

*Knowledge of:*

Principles and practices of effective lead work, supervision and training.

Court policies, practices and procedures.

Pertinent state laws and regulations regarding court reporting.

Theory, principles, and practices of court reporting.

Established policies, procedures, statutes, and standards for recording and transcribing verbatim accounts of court proceedings.

Computer-aided transcription software.

Current trends, practices and developments in court reporting technology.

*Skills to:*

Operate stenographic equipment.

Operate modern office equipment including computer equipment.

*Ability to:*

Provide lead supervision and training to assigned staff.

Coordinate and organize the work of staff.

Interpret and apply statutes and standards for recording and transcribing verbatim accounts of court proceedings.

Learn and understand the organization and operation of the Madera County Court System.

Learn the policies and procedures of the court department to which assigned.

Work independently, without direct supervision.

Meet time standards imposed by statute or by the court for the production, certification, and filing of transcripts.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Adapt to changing court reporting technology, including but not limited to real-time reporting.

**MINIMUM QUALIFICATIONS:**

Requires two years work experience in the class of Court Reporter preferably with some supervisory experience AND equivalent to completion of the twelfth grade.

**LICENSE OR CERTIFICATE:**

Possession of a valid Certified Shorthand Reporter license issued by the State of California, with identification number. Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS:**

Ability to work in a standard office environment; ability to sit for prolonged periods of time; ability to listen attentively to court proceedings for prolonged periods of time; ability to concentrate on court proceedings amid extraneous distractions. Court Reporters must provide and maintain their own reporting and transcription equipment.

**EXAMINATION PROCESS:**

All applications received will be reviewed in order to determine which applicants meet the minimum qualifications in addition to an applicant's knowledge, skills and abilities. Qualified applicants will advance to either a written examination, oral interview, evaluation of education and experience, or any combination of qualification appraisals determined by the Superior Courts Human Resources Division to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. Human Resources will make reasonable accommodations in the examination process for persons with disabilities. Madera County Superior Court does not discriminate in its employment practices on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age.

**APPLICATION PROCESS:**

Please review the *Application Guidelines* for application requirements. The application and supplemental questionnaire (if applicable) are required and may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) or by visiting the Madera Superior Court's Human Resources Division. Office hours are: Monday - Friday, 8 – 5.

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated below. The application and supplemental questionnaire (if applicable) may be mailed to:

**Madera Superior Court  
Human Resources Division  
209 West Yosemite Avenue, Madera, Ca 93637**

**NOTE: Postmarks and facsimiles are not accepted.**

**ADA ACCOMMODATIONS:**

If you are a person with a disability and need accommodations during the interview process, please contact our office at 661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

4/11/13

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**