



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

COURT REPORTER
Monthly Salary: \$4,416-\$5,368

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 Deadline: October 29, 2012

Under direction, to record and transcribe verbatim accounts of court proceedings.

SUPERVISION EXERCISED:

Exercises no supervision.

IMPORTANT AND ESSENTIAL 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.
- Prepares printed or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies printed 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.
- Ensures notes, files, and records are boxed and labeled for safe storage and preservation as official records of the court in accordance with Government Section 69955 and other related statutes.

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as directed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- 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.

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Skill to:

- Operate stenographic equipment.
- Operate modern office equipment including computer equipment.

Ability to:

- 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:

Some professional court reporting experience is desirable **AND** equivalent to completion of the twelfth grade.

LICENSE OR CERTIFICATE:

Must possess a valid California Certified Shorthand Reporter License with identification number. Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

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.

PHYSICAL EXAMINATION REQUIREMENTS:

As a condition of employment with Madera County Superior Court, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera County Superior Court.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with Madera County Superior Court includes paid holidays and 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); 2.7% @ 55 membership in the Public Employees' Retirement System (CalPERS); Superior Court participates in the Public Employees' Retirement System Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage; additional salary increases after 10, 15, 20, 25 and 30 years of service.

EXAMINATION PROCESS:

A qualifications examination for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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FINAL FILING DATE:
October 29, 2012 no later than 12:00 noon

APPLICATION PROCESS:

Please review the *Application Guidelines* for requirements. A copy of the California Certified Shorthand Reporter License along with the official application are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am – 5:00 pm.

MAILED APPLICATIONS:

If an application is mailed, the application and a copy of the California Certified Shorthand Reporter License must be received by the final closing date and time indicated. An application may be mailed to:

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

NOTE:

Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559) 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.

Updated: 10/12/12

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