



Court Reporter- Real Time or Non Real Time

Resumes in lieu of the application form will not be considered.
Incomplete Applications will not be considered.

FILING DEADLINE: Until filled

**Annual Salary: \$97,004 Non Real Time
\$101,724 Real Time**

Definition : Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of official court proceedings.

Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) Take and transcribe verbatim minutes of all Court proceedings as required; Reads back all or portions of the official court proceedings upon instruction from the judge; 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 (i.e.; of mandated, prohibition and habeas corpus).

EMPLOYMENT STANDARDS

Education / Experience:

Equivalent to completion of the twelfth grade AND one-year experience in the courtroom as a certified court reporter; Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of a valid certification by the State of California as a Certified Shorthand Reporter or a Certified Court Reporter is preferred.

Knowledge, Skills and Abilities:

Legal, medical and administrative terminology, phraseology, documents, and procedures; Grammar, spelling, vocabulary and punctuation; Court reporting and transcription equipment; Courtroom procedures and protocol; Take dictation at a speed of 220 words per minute; Type at a speed of 50 words per minute; Use correct English, and proofread accurately; Record court proceedings verbatim continuously for several hours; Follow oral and written instructions; Listen to and understand conversations of the court in order to prepare a verbatim record; Be patient, tactful and courteous when dealing with judges and officers of the court, the public and co-workers; Transcribe court proceedings accurately from court reporting notes; Adjust to changes in workloads and work under the stress of meetings deadlines; Verbally communicate recorded court proceedings as required by the court.

**If applying for Real Time; demonstrated ability to use Realtime program.*

The Superior Court of California, County of Tulare, is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Waiting Period: Employees appointed to at will positions have a waiting period of 6 months prior to being eligible to utilize some benefit accruals.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase. (select positions)

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially;
16 days after 3 years;
20 days after 8 years;
25 days after 11 years;
300 hour accrual limitation.

Holidays: 13 holidays + 2 floating holidays per year.
Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000, option 8, option 2

Email us at courtHR@tulare.courts.ca.gov or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>