



Superior Court of California County of Contra Costa

Announces an open recruitment for:

Court Reporter

\$84,366.30 - \$102,547.75 annually*

*Base salary only; additional pay differentials may apply, see benefits section below.

Final Filing – 5p.m. Tuesday, August 7, 2018

The Superior Court of Contra Costa County is conducting an open recruitment to fill Court Reporter vacancies. Individuals selected must be available to be assigned to any court location. An eligibility list will be established as a result of this recruitment and may be used to fill other vacancies in the future. Only incumbents who meet the minimum qualifications by the final filing date may apply.

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; and
- Perform other related duties as required.

The individuals appointed to these positions must be able to maintain a positive and professional attitude and possess good interpersonal and oral communication skills. ***Timely communication and punctual attendance is essential.***

The **IDEAL CANDIDATE** should have the following knowledge and abilities:

Knowledge of:

- Legal terminology; basic medical and other specialized and technical terminology required for court proceedings and protocol;
- Principles, practices, methods and techniques of short hand reporting;
- Proper English usage, grammar, punctuation and spelling;
- Transcript production procedures and practices; and
- State and local court rules, procedures and protocols.

Mission Statement:

To provide justice under the law, equally, impartially and expeditiously, with dignity and respect for all.

Ability to:

- Record shorthand at a minimum of 200 words per minute with 97.5% accuracy;
- Provide real-time services upon request;
- Plan and organize work to meet deadlines;
- Establish and maintain positive working relationships with judges, court staff, attorneys, and the general public;
- Respond timely and appropriately to inquiries and requests;
- Maintain responsibility for providing court reporting and transcription equipment;
- Work independently as well as working closely with others; and
- Comply with applicable court procedures including Court Procedure 38 – Paperless Steno Writers and Storage of Court Reporter Notes on ACORN.

Benefits Package:

- Three (3) weeks of vacation per year, accrued on a bi-weekly basis increasing with years of service;
- Twelve (12) days of sick leave per year, accrued on a bi-weekly basis, with no maximum accrual;
- Thirteen (13) fixed paid holidays;
- Sixteen (16) hours personal floating holiday, pro-rated for new appointments;
- Membership in the County's retirement plan under the County Employees' Retirement Law of 1937;
- Commuter Benefits Program- Allows employees to pay for eligible public transit expenses using pre-tax dollars (up to IRS limits); and
- Choice of health, dental and vision plans with court subvention, court paid life insurance, career development reimbursement, professional development reimbursement and deferred compensation program.

Pay Differentials:

In addition to the base salary listed above, Court Reporters are eligible for the following pay differentials:

- **National Realtime Certification:** Court Reporters who are nationally certified as a Certified Realtime Reporter (CRR) will provide real time services upon request and be paid a differential of 10% to apply all the time. Similarly, Court Reporters who are nationally certified as a Registered Professional Reporter (RPR) will provide real time services upon request and be paid a differential of 7.5% to apply all the time.
- **State Realtime Certification:** Court Reporters who are certified by the Deposition Reporter Association as a California Certified Realtime Reporter (CCRR) will provide real time services upon request and be paid a differential of 5% to apply all the time.
- **Basic Readability:** Court Reporters who take and pass the Court's Realtime Basic Readability Test will provide real time services upon request and be paid a differential of 5% to apply all the time unless and until the Court Reporter becomes eligible for the National Certification differential. The Basic Readability Test will be offered to court reporters twice a year in March and October.
- **Computer Aided Transcription (CAT):** Court Reporters who volunteer to provide CAT services for ADA accommodations will be paid \$100.00 for a full day and \$50.00 for a half day that he or she provides CAT services. For purposes of this section, half day shall be defined as any portion of a morning session (between 8am and 12:30pm) or afternoon session (between 1 pm and 5pm) on any given date.

With the exception of the CAT differential, the pay differentials are not cumulative, which means that

Mission Statement:

To provide justice under the law, equally, impartially and expeditiously, with dignity and respect for all.

the highest differential available is 10% of base salary.

Minimum Qualifications:

- Possession of a high school diploma, a GED equivalency certificate or a high school proficiency certificate;
- Possession of a current Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumer Affairs Court Reporter Board;
- Operating system/equipment compatible with ACORN Notes Storage System; and
- Real-time capable and able to provide real time services upon request.

Highly Desirable Qualifications:

- Communication Access Real-time Translation (CART) certified;
- NCRA Certified Realtime Reporter (CRR);
- Registered Professional Reporter (RPR); and
- Registered Merit Reporter (RMR).

Application and Selection Process:

Interested individuals must complete a Court application and provide a valid email address. A cover letter and detailed resume are not required but recommended. To apply, go to: <http://www.cc-courts.org> and click on the Job Opportunities tab. After submitting your application all subsequent communications will be via email. Please add contracosta.courts.ca.gov and info@governmentjobs.com to your email address book to ensure delivery of emails. For additional information email: jobs@contracosta.courts.ca.gov.

Depending on the number of applications received, an application evaluation committee may be convened to review and evaluate each candidate's application, and those deemed to be best qualified will be invited to continue in the selection process. The court reserves the right to make revisions to the testing process in accordance with the Court Personnel Plan and accepted selection practices.

GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprint and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court. The court will assess the nature and gravity of the offense, the time that has elapsed since the offense was committed, and the nature of the job duties to be performed.

Employment Eligibility:

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1.) identity and 2.) U.S. Citizenship or a legal authorization to work in the United States.

Union Representative

This position is represented by SEIU Local 1021.

Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Please advise Superior Court Human Resources of special needs in advance.

The Court is an equal opportunity employer. The Court provides equal employment opportunity at all times and does not discriminate in violation of applicable law

Mission Statement:

To provide justice under the law, equally, impartially and expeditiously, with dignity and respect for all.