



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#15-15**

**COURT REPORTER
OPEN RECRUITMENT**

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| Filing Deadline: | September 8, 2015 4:30pm Actual Receipt | Annual Salary Range: | \$2092.80 (biweekly) \$4534.40 (monthly) |
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Definition:

Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of official court proceedings and performs other duties, as assigned.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Records verbatim testimony and court proceedings (including exhibits, evidence, speakers, etc.) using stenographic equipment; asks judge for clarification of instructions, orders, or other actions to properly note the official record
2. Reads back all or portions of the official court proceedings upon instruction from the judge
3. Prepares accurate printed or magnetic media transcripts (including ASCII disks); reviews and certifies printed transcripts of court proceedings; prepares transcript billings to the court
4. Maintains a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible, prepares daily transcripts as needed, and provides transcripts of proceedings on request of parties or by order of the court within deadlines
5. Researches legal reference materials for court reporting clarification
6. Responds appropriately to situations; follows verbal and written directions
7. Must be able to be flexible with work hours (ex: court proceedings, grand jury hearings) and work past 5:00 p.m. when needed; attends training as offered and/or directed; travel to off-site courts, as needed
8. Maintain professional appearance and demeanor
9. Follow Court Rules and Regulations, Safety Procedures, and Court Code of Ethics.
10. Must work well under pressure, meeting multiple and sometimes conflicting deadlines
11. Must, at all times, demonstrate cooperative behavior with co-workers, and management
12. Other duties as assigned

Supervisory Duties:

None

MINIMUM QUALIFICATIONS**Necessary Employment Standards**Knowledge, Skills, & Abilities

- Provide, maintain, and use personal equipment for reporting and transcribing.
- Steno graphically report at a rate of 200 words per minute minimum.
- Legal, medical and administrative terminology, phraseology, documents and procedures, as well as courtroom procedures and protocol.
- Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, commissioners and judges.
- Knowledge of correct English usage, vocabulary, spelling and punctuation.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Maintain confidential information in accordance with legal standards and/or other regulations.
- Possess excellent organizational and listening skills.
- Work independently and prioritize work.
- Establish and maintain effective working relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors and other management.
- Work effectively with and assist individuals of various ages and diverse cultural backgrounds.
- Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Be dependable, punctual and have good attendance.
- Must successfully complete fingerprinting and criminal record background check.

Desired Knowledge, Skills and Abilities:

- Appellate court procedures knowledge and/or experience
- Familiarity with local attorneys in order to properly identify
- Real-time reporting knowledge and/or experience

EDUCATION AND EXPERIENCE REQUIRED**Education:**

- Educational level equivalent to a high school diploma or GED and any combination of training and experience that provides the required knowledge, skills and abilities.

License, Certification and/or Special Requirements:

- Possession of Certified Shorthand Reporter's license issued by the Court Reporters Board of California
- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

Physical Requirements:

Must be able to lift 40 pounds on a daily basis (ex: movement of files). Work requires repetitive movements (ex: computer work and writing); requires sitting and standing for extended periods, walking (including on uneven surfaces), climbing steps, reaching, bending, kneeling and squatting. Incumbent must be able to traverse indoors and outdoors over uneven ground and pavement.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Office environment may include being in older buildings with varying degrees of heat and cold air. Interaction with court divisions may require traveling indoors and outdoors over uneven ground or pavement and in all types of weather. High levels of noise may occur at times.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

Posted 8/24/15



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GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprinting 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. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

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 right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.