

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



JOB RECRUITMENT

Court Reporter

APPLICATION DEADLINE:

December 10, 2021 at 5:00 pm

Hourly: \$48.86 to \$54.40

About the Position



The Superior Court of California, County of Santa Cruz is seeking highly qualified candidates to create an eligibility list for filling future vacancies for *Court Reporter* at its Santa Cruz and/or Watsonville Courthouse locations.

Under direction from the Lead Court Reporter and also the Court Services Coordinator, Court Reporters report and transcribe verbatim accounts of court proceedings and perform other duties as required. The *Court Reporter* classification is represented by the general court bargaining unit and is non-exempt from the Fair Labor Standards Act.

About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 11 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the newer Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 275,897 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within

Santa Cruz County: Santa Cruz, Watsonville, Scotts Valley and Capitola.

The Requirements

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the abilities would be:

Certification/Registration: Possess and maintain a valid certificate as a Certified Shorthand Reporter or Certified Court Reporter, issued by the current licensing body. Candidates must be certified in California at the time of hire.

Background Investigation: Fingerprinting is required.

During the hours the court is open for the transaction of judicial business, incumbents shall devote full time to performance of the duties required of them by law and shall not engage in, or solicit to engage in any other employment in their professional capacity.

Representative Duties

1. Record verbatim testimony and court proceedings using stenographic equipment;
2. Request clarification of instructions, orders or other actions to properly note the official record;
3. Prepare and read back all or portions of the official court proceedings upon instruction from the judge;
4. Prioritize request for transcripts, in order to meet legal deadlines;
5. Prepare printed and/or magnetic media transcripts using computer-aided transcription software;
6. Review and certify printed transcripts of court proceedings;
7. Maintain a variety of electronic and paper files;
8. Prepare daily transcripts; explain procedures for obtaining transcripts; and may use real-time capabilities for hearing impaired litigants or jurors.

Knowledge of

This classification requires a thorough knowledge of the following principles and practices:

- Grammar, vocabulary, spelling, and punctuation; and
- Legal, medical, and computer terminology.

Some knowledge of:

- Business law;
- Administration of Justice;
- California law; and
- Rules of Court, as they apply to the duties of the official court reporter.

Essential Functions and Abilities

Specific tasks and duties may vary between assignments, however, the following are considered essential functions and abilities expected of the *Court Reporter* classification:

- Take shorthand on stenographic machines for extended periods of time with a high degree of accuracy;

- Discern and accurately record testimony and proceedings in a noisy environment with multiple distractions, requiring focus and concentration;
- Perform repetitive work requiring finger dexterity for extended periods of time;
- Understand and follow verbal and written instructions;
- Speak clearly and loudly to read back testimony;
- Prioritize work;
- Establish and maintain cooperative and effective working relationships with those contacted in the course of business;
- Sit for long periods of time without a break; and
- Lift and move boxes of supplies and reporting equipment weighing up to twenty pounds.

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required.

Selection

Only those candidates who submit a completed application packet (application and resume) by 5 p.m. on December 10, 2021, and who meet the minimum qualifications will be invited to a formal interview. The Court reserves the right to use other screening methods for the purposes of this recruitment as appropriate.

Compensation and Benefits

The position of *Court Reporter* is classified as represented hourly employment and is compensated according to the following hourly pay range:

\$48.86 - \$54.40/Hourly

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <https://www.santacruz.courts.ca.gov/> (by clicking the link for “Employment”). For additional information please email the Court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-

5514. Application packets can be emailed to hrinfo@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.