



Superior Court of California - County of Calaveras Court Reporter Trainee

CLASSIFICATION: 5999

POSITION TYPE: LIMITED TERM (EXTRA HELP – PAID INTERN)

FLSA: NON-EXEMPT

POSITION DEFINITION

Under close supervision, the Court Reporter Trainee performs a variety of temporary, part-time administrative support and learning-based duties while preparing to become a California Certified Shorthand Reporter (CSR). This assignment is a limited-term, extra-help internship intended to address short-term or intermittent operational needs. Extra-help positions are temporary, at-will, non-benefited roles that do not confer regular status, seniority, or eligibility for benefits beyond those required by law. Extra-help employees are limited to working fewer than 1,000 hours per fiscal year pursuant to Government Code §20305.

This trainee position is designed for individuals actively enrolled in or recently graduated from an approved court reporting program who intend to obtain a CSR license. As a condition of selection for this internship, the incumbent agrees that upon successful completion of the California CSR examination, they will be available to join the Court as a full-time or part-time Certified Court Reporter.

DISTINGUISHING CHARACTERISTICS

This is a limited-term, extra-help trainee classification used for student, intern, and training assignments that support short-term or intermittent operational needs. Positions in this classification are temporary, at-will, and non-benefited, and do not confer regular status or seniority. Incumbents receive close supervision and perform structured training activities designed to build foundational skills in courtroom reporting and do not produce the official verbatim record, perform licensed court reporting duties, or engage in any function requiring CSR certification. Instead, the role focuses on observing courtroom proceedings, developing transcription skills, learning courtroom procedures, and supporting licensed Court Reporters through non-reporting clerical, administrative, and operational tasks. Trainees work under close supervision as they observe and assist licensed reporters, perform assigned non-reporting duties, gain familiarity with courtroom processes, and build the foundational skills necessary for future certification.

SUPERVISION RECEIVED AND EXERCISED

Intern will report directly to the Court Executive Officer or their designee and will be assigned to shadow an official court reporter(s).

ESSENTIAL FUNCTIONS

The Court reserves the right to assign or reassign duties as needed, based on the needs of the Court. The essential duties listed below are representative and may not include all possible tasks.

- Training & Courtroom Exposure, transcribe or voice write court hearings, for the purpose of fulfilling internship requirement to graduate from court reporting school, and to improve speed and accuracy.
- Observe licensed Court Reporters across a variety of courtroom settings to learn workflow, courtroom procedures, and professional standards.
- Shadow reporters during proceedings including trials, preliminary hearings, and general calendars to gain familiarity with transcript preparation, calendaring, and case-tracking processes.
- Produce 10 practice transcript pages per week, including cover, appearance, and index pages, as part of structured skill development.
- Practice machine shorthand or voice-writing techniques outside the official verbatim record to build speed and accuracy.
- Participate in mentoring sessions, structured training assignments, and other skill-building activities designed to support progress toward CSR licensure.
- Assist with preparing and organizing reporter materials such as exhibit lists, notes, binders, and work files.
- May provide support with calendaring, indexing, and case-tracking activities as assigned.
- Deliver and retrieve files, exhibits, and documents between courtroom and administrative areas to support workflow.
- Provide customer service by answering routine questions and directing court users to appropriate locations or personnel.
- Assist reporters with non-verbatim documentation tasks, such as logging witness names, case numbers, and courtroom events.
- Learn and assist with the operation of digital reporting equipment used solely for backup audio reference, not for producing the official court record.
- Maintain strict confidentiality of sensitive information and adhere to courtroom decorum, security protocols, and professional expectations at all times.
- Performs other duties of a similar nature and level as assigned.

KNOWLEDGE, SKILLS, AND ABILITY

KNOWLEDGE

- Principles of English grammar, spelling, punctuation, and vocabulary.
- Legal and courtroom terminology commonly used in judicial settings.
- General courtroom processes, hearing structures, and case flow (preferred).
- Standard office practices, procedures, and record-keeping methods.
- Computer systems and office productivity tools, including word processing, electronic communication, and file management software.
- Build and maintain collaborative working relationships with colleagues, stakeholders, and members of the public

SKILLS & ABILITIES

- Developing accuracy and speed in machine shorthand or voice-writing techniques.

- Organizing documents, forms, and materials used in courtroom reporting.
- Managing multiple tasks in a fast-paced environment while maintaining attention to detail.
- Practicing professional communication, both oral and written.
- Learn courtroom procedures, judicial expectations, and the role of certified shorthand reporters.
- Follow detailed oral and written instructions with accuracy and consistency.
- Maintain confidentiality and exercise discretion when handling sensitive or legally protected information.
- Demonstrate maturity, professionalism, and appropriate courtroom demeanor.
- Communicate effectively and work collaboratively with judicial officers, court staff, attorneys, and the public.
- Adapt to structured learning environments, seek feedback, and apply guidance from mentors and supervisors.
- Demonstrate reliability, timeliness, and steady progress toward meeting CSR examination readiness standards.
- Work independently on assigned training tasks while recognizing limitations and seeking supervisory clarification when necessary.

MINIMUM QUALIFICATIONS QUALIFICATION GUIDELINES

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

- Education: High school diploma or GED equivalent.
- Must be currently enrolled in an accredited court reporting program and transcribing at 180 words per minute or higher.
- Must demonstrate the ability to transcribe or voice-write court hearings while seated next to an official court reporter (for training purposes only).
- Must be capable of meeting the internship's minimum weekly commitment and producing required weekly practice transcript pages.

TYPICAL WORKING CONDITIIONS

The intern is expected to use their own stenographic or voice-writing machine for practice and for producing required weekly practice pages. Work is performed in courtroom and office environments with frequent public contact and exposure to sensitive or emotionally charged subject matter. The position operates in a professional setting with a controlled climate and varying noise levels. Duties may require prolonged periods of sitting or standing, handling files and equipment, and moving between courtroom and administrative locations.

Work hours must be scheduled Monday–Friday between 8:00 a.m.–12:00 p.m. and/or 1:00 p.m.–5:00 p.m., with a minimum commitment of 16 hours per week, based on the intern's availability and the operational needs of the Court.

GENERAL INFORMATION CONDITIONS OF EMPLOYMENT

- Conditional Offer Requirement: Employment is contingent upon the successful completion of a fingerprint and criminal background check, which will only be conducted after a conditional offer of employment has been extended, in compliance with California's Fair Chance Act.

- Reference checks will be conducted prior to appointments to verify employment history and suitability for the position.
- Driver’s License & Travel: Employees may be required to travel between court locations or attend off-site training. Employees who operate a court vehicle must possess a valid California driver’s license. All employees driving on court business must certify possession of a valid California driver’s license and the required level of automobile insurance.
- Personal Vehicle Use: Employees using personal vehicles for court-related business are provided with liability coverage during the scope of their employment. Reimbursements for additional costs incurred due to business use, in accordance with the California Labor Code §2802, will be honored when applicable.

CONVICTIONS

Felony or misdemeanor convictions may disqualify an individual from employment with the court. In accordance with applicable laws, including the California Fair Chance Act, the court will conduct an individualized assessment of each case. This includes consideration of the nature and gravity of the offense, the time that has elapsed since the offense, and its relevance to the duties of the position.

EMPLOYMENT ELIGIBILITY

In accordance with the Immigration Reform and Control Act of 1986, all people 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.

ASSOCIATION REPRESENTATION

This position is represented by the Calaveras Court Employees’ Association (CCEA) under the Trial Court Employment Protection and Governance Act (Trial Court Act).

EMPLOYEE ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT

I acknowledge that I have received, read, and understand the job description for my position, including the essential duties and required knowledge, skills, and abilities. I affirm that I am able to perform these responsibilities, with or without reasonable accommodation.

I understand the expectations, limitations, and training-based nature of this internship, including that I may not perform any duties requiring a California Certified Shorthand Reporter (CSR) license. I agree to carry out my responsibilities in accordance with Court policies, professional standards, and all applicable procedures. As a condition of selection for this internship, I agree that upon successful completion of the California CSR examination, I will be available to join the Court as a full-time or part-time Certified Court Reporter the following pay period after receiving your license.

I further understand that this internship is an extra-help, at-will position and does not constitute a contract of employment or confer regular status, seniority, or benefits beyond those required by law. In accordance with Government Code §71634.1, I acknowledge that the Court may modify, amend, or terminate the duties, policies, procedures, or responsibilities described in this job description at any time and at its discretion, consistent with applicable law.

Employee Signature: _____ Date: _____