



## Calaveras County Superior Court

### **COURT REPORTER including VOICE WRITER**

#### **POSITION DEFINITION:**

Under general supervision, provides the verbatim official record of all court testimony and activity and, when necessary, grand jury proceedings; prepares transcripts of court proceedings as directed.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a highly skilled, certified, and experienced class responsible for creating verbatim documentation of court proceedings in criminal, civil, and other settings as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED:**

This class receives general supervision from the Court Executive Officer.

#### **QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

1. Employee must have proficient knowledge of:

- a. Principles, practices, methods, and techniques of court shorthand reporting.
- b. Clerical and legal recordkeeping practices and procedures.
- c. Basic legal, medical, and related technical terminology and processes.
- d. Business English, including spelling, punctuation, vocabulary, and grammar.

2. Employee must have the ability to:

- a. Stenographically, or by use of voice writing equipment, reports verbatim court proceedings by use of Computer-Aided Transcription equipment and software, and may request clarification from judicial officers and other speakers when necessary.
- b. Work independently in a courtroom environment; organize and set priorities; and perform difficult, responsible, and complex legal clerical work with speed and accuracy within required deadlines.
- c. Follow oral and written directions and use good judgment in recognizing the scope and limit of delegated authority.
- d. Remain seated in one location and concentrate for indefinite periods of time.

- f. Maintain confidential information according to legal standards and/or court regulations.
  - g. Communicate effectively using the English language, both orally and in writing.
  - h. Establish and maintain cooperative and professional working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies, and the public.
3. Employee must have and maintain the following certifications / licenses:
  - a. Current license as a Certified Shorthand Reporter issued by the Court Reporters Board of California.
4. Employee must not contribute to or create a hostile work environment:
  - a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
  - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.
5. Employee must fulfill the following special requirements:
  - a. Must provide dictation and transcribing equipment, software, and other materials per Government Code section 70313 necessary to perform the essential functions of the job.
6. Other Requirements:
  - a. Criminal History Background Check – candidates will be subject to fingerprinting
  - b. Employee must load court reporter notes per statute on a daily basis
  - c. Effective January 1, 2023, all transcripts are required to be made electronically available.
  - d. Court reporters are to work together to see that the Court’s need for court reporter services are met. This may include but not be limited to, scheduling pro tem court reporters and working with the calendar clerk and court manager to minimize the need for additional reporters through scheduling.

**TYPICAL DUTIES:**

Depending on assignment, duties may include, but are not limited to, the following:

- Keep records of appeal notices and work extension requests; oversee maintenance and storage of Court Reporter notes and records; and ensure timely destruction of Court Reporter records in accordance with governing rules and statutes.
- Ensure timely responses to transcript requests; including those related to appeals.
- Attends court and other proceedings and uses appropriate stenographic or voice reporting equipment to make verbatim official records of all proceedings; may record quasi-judicial hearings and formal or informal meetings.
- Upon request, reads back transcript during a trial or other court proceedings.
- Prepares transcripts of court proceedings according to standardized format and

within the time limits required by law; reviews and certifies the accuracy of printed transcripts and files them with the court clerk in a timely manner; provides transcripts of court proceedings as required.

- Researches as necessary to verify technical, legal, medical, and other specialized terms; may ask a speaker to clarify unclear or inaudible statements.
- Collates and binds transcripts in accordance with established procedures.
- Reviews court calendars and makes arrangements with other court or contract reporters to ensure the Court's need for court reporter services are met.
- Operates a variety of office equipment, including transcription machines, computer terminals, printers, and related equipment.
- Performs other duties as assigned.

**BENEFITS INCLUDE:**

The Court provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental, vision, EAP, deferred compensation, life and long-term disability insurance, along with paid vacation and sick leave. Permanent employees do not pay Social Security, but are members of the Public Employee's Retirement System. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the one year probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

Each full-time Official Court Reporter hired with the Court after the effective date of this Agreement and prior to July 1, 2024, will receive a total of up to \$15,000 hiring incentive depending on hours status, paid as follows:

- Fulltime: \$7,500 the first full pay period following the hire date
- Fulltime: \$7,500 after completion of 2080 hours in paid status and contingent upon subsequent annual appropriations for similar court reporter-related purposes in FY 24-25.