



# *Superior Court of California*

*County of San Joaquin*

222 E. Weber Avenue, Stockton, CA 95202; (209) 468-9342

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## **EMPLOYMENT OPPORTUNITY**

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### **COURT REPORTER (Full-Time and Per Diem)**

**SALARY:** \$4777- \$5805 Monthly (\$250 per day for Per Diem)  
(Full-time: 3% COLA 7/9/07, 7/11/08 & 7/10/09)

**FINAL FILING DATE:** Continuous filing until filled

**EXAM DATE:** TBA

#### **THE POSITION:**

The Superior Court of California, County of San Joaquin is accepting applications for Court Reporters (full-time and per diem) on a continuous basis to establish an eligible list to fill vacancies as needed in all of the Branch Courts. Court Reporters with national certification are compensated a 6% differential and are required to perform real time reporting. Employees of this class record and transcribe verbatim accounts of civil, juvenile, and criminal proceedings, requiring a working knowledge of legal documents, terminology and court procedures. Employees frequently deal with confidential and sensitive information. This position is exempt from FLSA.

#### **TYPICAL DUTIES:**

Attends sessions of the Superior Court as assigned and makes a verbatim official record of the proceedings in machine shorthand; reads back portions of the record at the direction of the court. Prepares a timely typewritten transcript of all or part of the court record, in the format prescribed by the Superior Court upon proper request of the parties or order of the court; and certifies final transcripts. Utilizes computer-aided transcription to prepare transcripts in all cases. Stores, delivers, and preserves reporting notes as official records of the Superior Court in accordance with the provisions of Government Code Section 69955. May provide reporting services to the District Attorney's office during regular business hours.

#### **APPLICATIONS:**

Court applications must be received at San Joaquin County Superior Court,  
Human Resources Department, 1<sup>st</sup> Floor, Room 141  
222 E. Weber Avenue, Stockton, CA 95202

Applications can be completed and downloaded from our website at  
[www.stocktoncourt.org](http://www.stocktoncourt.org) or contact the Human Resources Department at (209) 468-9342

## **EXAMINATION PROCESS:**

The examination process will include the following components:

- (1) The applicant's education, experience and personal qualifications will be appraised to see if they meet the minimum qualifications.
- (2) An initial screening of all application materials received by the filing deadline.
- (3) A review of the application to select the best-qualified candidates for the oral interview.
- (4) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain a practical exercise.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process. The components of this recruitment and examination process are subject to change.

## **MINIMUM QUALIFICATIONS:**

Education: Completion of an accredited course in court reporting.

License: Possession of a valid CSR license issued by the Certified Reporter's Board of the State of California. *(A copy of license must be attached to application)*

Knowledge of: Court reporting and transcription equipment; courtroom procedures and protocol; statutes relating to court reporting services; basic legal, medical and other technical terminology, documents and procedures as required in court proceedings; language mechanics, including spelling, grammar and vocabulary; basic human relations techniques.

Ability to: Make a verbatim record of court proceedings continuously for several hours; listen to and understand conversations of the court; read back recorded proceedings in open court as required by the court; understand and follow complex oral and written instructions; transcribe accurately from court reporting tapes; maintain confidential information; meet deadlines and adjust changes in workload; establish and maintain effective working relationships.

Physical and Mental Requirements: Ability to sit or stand for extended periods of time; manual dexterity sufficient to operate computer keyboard for extended periods of time on a regular basis; vision sufficient to read and write material; sufficient strength to lift and carry material weighing up to 25 pounds on a frequent basis; ability to speak clearly on the telephone and within the courtroom.

Benefits: 15 paid holidays per year; 12 days sick leave per year, (no limit to accumulation), 10 days vacation each year (15 days after 3 years, 20 days after 10 years and 23 days after 20 years); 80 hours of Administrative Leave to be used within the fiscal year. Participation in the San Joaquin County 1937 Act Retirement Plan. Choice of health and dental insurance plans and a vision plan, with the court paying for the employee on most plans and a portion of the dependents cost on most plans, and a fully paid life insurance policy. Options available for additional life insurance and a deferred compensation plan.

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***The Superior Court of California, County of San Joaquin is  
an Equal Employment Opportunity Employer***

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