



Superior Court of California, County of Butte  
One Court Street, Oroville, CA 95965  
Phone: (530) 532-7013  Fax (530) 538-8567  
[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

The Superior Court of California, County of Butte invites applications for the following position

# PART TIME COURT REPORTER

## Limited Term Position\*

### 20 hours / week

Hourly Salary Range: \$26.38 - \$32.06

Application Deadline: 10-21-2016 at 4:00 p.m.

\*This Limited Term position is guaranteed through June 30, 2017, and subject to extension on an annual basis.

**POSITION:** Reports the official proceedings in the Superior Court, and performs related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

- The Court Reporter attends Superior Court sessions and provides computer-aided reporting and transcription of criminal, civil and contempt proceedings; juvenile proceedings; civil jury trials; hearings; petitions for extraordinary relief, including but not limited to, proceedings for injunctions, mandate, prohibition, certiorari, review, habeas corpus, and coram nobis; proceedings of the Grand Jury when requested by the Foreman, District Attorney, or County Counsel; and other court proceedings in which a party requests a Court Reporter in accordance with rules of courts.
- Reads back testimony to courts and juries.
- Prepares transcripts within prescribed deadlines.

#### **EMPLOYMENT STANDARDS:**

- Must have successfully completed a course of study as a Court Reporter from an accredited college or university
- Must possess a California License to practice as a certified shorthand reporter issued by the Certified Shorthand Reporters Board.
- Must possess a computer-aided transcription machine.
- May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles.

#### **Knowledge of:**

- Computer-aided transcription machines, legal procedures, specific rules, and precedents
- Legal terminology, phraseology, documents, forms, and procedures
- Medical terminology
- Business English including vocabulary, grammar, and punctuation
- Common office machines and their operation

#### **Ability to:**

- Operate a computer-aided transcription machine
- Perform difficult, responsible, and complex legal court reporting duty with speed and accuracy and within deadlines
- Identify, use, and correct a wide variety of legal forms, documents, and terminology
- Make verbatim records of court proceedings
- Interpret and apply laws, rules, and written and oral directions to specific situations requiring the use of good judgment and minimal supervision
- Use good judgment in recognizing the scope and limit of authority delegated
- Follow oral and written directions
- Work cooperatively with those contacted in the course of work

**ENVIRONMENTAL AND FUNCTIONAL FACTORS:** Incumbents will perform work in a controlled environment, inside of buildings; work alone or closely with others; and perform the majority of work while sitting. Incumbents must be able to communicate verbally; use fingers and hands; hear well and see clearly and up close. Position may require the incumbent to move with minimal bending, stooping, squatting, twisting, reaching or working on irregular surfaces; and requires light physical effort which includes frequently lifting up to ten (10) pounds and occasionally up to twenty-five (25) pounds.

## **COMPENSATION:**

**Salary:** \$26.38 to \$32.06. The stated salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

## **Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20, and 25 years of service
- Membership in CalPERS Retirement System: 2% @ 62 – new members; 2% @ 55 - classic members
- Choice of 4 CalPERS Health Insurance Plans (HMO / PPO)
- Dental & Vision Plans
- Basic Life Insurance provided by Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan
- Flexible Spending Section 125 Account (health / dependent care)
- Employee Assistance Program

## **APPLICATION AND SELECTION PROCEDURES:**

You can apply online or download an application from the Butte Superior Court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov). You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov).

**Applicants must either apply online or submit a Superior Court Employment Application, and detailed resume to the Human Resources office by 4:00pm on Friday, October 21, 2016 to be considered.** Additional attachments and/or supplemental documents are welcome; however, they will not be accepted in lieu of the required documents. Hard-copy applications may be dropped off at either Butte Superior Court location (1 Court Street in Oroville and 1775 Concord Avenue in Chico); mailed to the 1 Court Street, Oroville, CA, 95965; faxed to 530-532-7291; or emailed to [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov).

The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. Applications must be complete to permit comprehensive review. It is important that your application show all the relevant education and work experience you possess, regardless of duration and including part-time and military service. Applications will be reviewed for minimum qualifications as listed in this job description. Applicants must meet all of the minimum qualifications for the classification by the time of filing.

All correspondence regarding the selection process is sent via email. You are responsible for checking your email account on a regular basis to determine the status of your application.

## **Pre-employment Policies and Other Requirements:**

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify.

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

### **Policy of Nondiscrimination**

Superior Court of California, County of Butte, does not discriminate on the basis of mental or physical disability in its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte, encourages applications from all persons regardless of their race, color, sex, religion, religious creed, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

**Note:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents, may be required to follow instructions and to perform other job related duties as may be assigned. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Office.