



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

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

SUPERVISING COURT REPORTER

Hourly Salary Range: \$28.44 to \$34.57

Filing Period: Friday, April 29, 2016 – Friday, May 20, 2016

POSITION: This FLSA exempt position is responsible for reporting the official proceedings in the Superior Court of California, County of Butte, coordinating and scheduling the work of the Court Reporters assigned to the court, and supervising and evaluating their work. The incumbent will serve as liaison between judges and the Court Reporters.

ESSENTIAL JOB FUNCTIONS: *The following duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.*

- Schedules and assigns coverage of Court proceedings to staff and pro-tempore Court Reporters
- Reviews work and evaluates performance of subordinates
- Attends Superior Court sessions and provides computer aided reporting and transcription of court proceedings. Reads back testimony to courts and juries
- Provides transcripts within prescribed deadlines

EMPLOYMENT STANDARDS

Experience: Two years of experience in the County of Butte performing the duties of a Court Reporter; OR three years of experience as a Court Reporter in a comparable court of law in another jurisdiction.

Knowledge of:

- Computer aided transcription machines
- California Court rules, policies and procedures
- Specific rules and precedents
- Legal terminology, phraseology, documents, forms, and procedures
- Medical terminology
- Business English including vocabulary, grammar, spelling and punctuation
- Common office machines and their operation
- Principles and techniques of supervision

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

Ability to:

- Operate a computer aided transcription machine
- Perform difficult, responsible, and complex legal court reporting duties with speed and accuracy
- Provide transcripts within prescribed deadlines
- Perform court reporting duties remotely, when necessary
- 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 under minimal supervision
- Use good judgment in recognizing the scope and limit of authority delegated
- Follow oral and written directions
- Coordinate the work of several employees
- Evaluate the performance of subordinates
- Schedule employee and pro-tempore reporters for court proceedings in a fair and cost effective manner
- Communicate effectively, orally and in writing
- Work cooperatively with those contacted in the course of work
- Travel between Court facilities when required

Special Requirements:

- Must possess a fully functional computer aided transcription machine.
- Must possess a valid California License to practice as a certified shorthand reporter issued by the Certified Shorthand Reporters Board.
- May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles.

ENVIRONMENTAL AND FUNCTIONAL FACTORS: Incumbents will perform work inside 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: The stated salary range consists of 5 steps with approximately 5% between each. 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
- Management Leave 40 hours annually
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20 and 25 years of service
- Membership in (CalPERS) Retirement System (Employees are vested after 5 years of F/T service.)
- Choice of Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance (\$25,000 coverage provided by the Court)
- Additional voluntary Life and AD&D coverage available for employee purchase
- ICMA Deferred Compensation Plan
- ADP Flexible Spending Accounts (Health & Dependent Care)
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

You can download an application from the Butte Superior Court's website at 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.

Applicants must submit a Superior Court Employment Application to the Human Resources office by 4:00pm on Friday, May 20, 2016, to be considered. Attachments/supplemental documents are welcome; however, will not be accepted in lieu of a completed application. Applications may be submitted online; dropped off at or mailed to either Butte Superior Court location (1 Court Street in Oroville / 1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to HR@buttecourt.ca.gov.

Applications will be reviewed for minimum qualifications as listed in this job description. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance. All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant experience and education you possess. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant work experience, regardless of duration, including part-time and military service. Applicants must meet all of the minimum qualifications for the classification by the final filing date.

PRE-EMPLOYMENT POLICIES:

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 and passing a pre-employment medical review/examination.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment 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, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.