



# *Superior Court of California*

## *County of San Francisco*

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

## EMPLOYMENT OPPORTUNITY

### COURT REPORTER

(Class Code 500C)

The Superior Court of California, County of San Francisco, invites applications from Certified Court Reporters who are interested in working in the San Francisco Court.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

**FINAL FILING DATE:**

**Continuous.** Applications will be accepted on an ongoing and continuous basis.

**COMPENSATION:**

\$4,246 to \$4,500 biweekly (\$110,396 to \$117,000 annually)

Realtime Court Reporting is required and pay premiums are made depending upon a Court Reporter's level of Realtime qualification. Court Reporters who are Realtime Certified receive a 10% pay premium and those who are or become Realtime Qualified by the Court will receive a 5.5% premium.

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave and holiday pay.

## **POSITION OVERVIEW**

Under the supervision of the Manager, Court Reporters and Interpreters Division, this position is responsible for the verbatim official record; provides readback upon request; prepares certified transcripts of the proceedings; serves as a relief or floater reporter when needed; uses Computer Aided Transcript (CAT); and performs other related duties amongst various courthouses. All Court Reporters are expected to follow the format of the Superior Court of California, County of San Francisco. Court business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Work is performed primarily in courtrooms, chambers, offices and conference rooms. Occasionally, work may be performed at various locations throughout the County to report proceedings as directed by and presided over by a judge or commissioner; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

**Physical Requirements:** Sit and maintain sustained high-speed reporting for extended periods; occasionally stand and walk; normal manual dexterity and ear-eye-hand coordination necessary to sustain high-speed reporting for extended periods; hear and distinguish words of various tones and volume; lift and move objects weighing up to 25 lbs; corrected vision to normal range; verbal communication; use of office equipment, including computers, transcription machines, telephones, calculators, copiers, and fax machines.

## **REQUIRED QUALIFICATIONS**

Must possess and maintain a license and be in good standing as a California Certified Shorthand Reporter (CSR) issued by the State of California.

Realtime Court Reporting is required and pay premiums are made depending upon a Court Reporter's level of Realtime qualification. Court Reporters who are Realtime Certified receive a 10% pay premium and those who are or become Realtime Qualified by the Court will receive a 5.5% premium.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of court reporting as regulated by the California Rules of Court, the Government Code, Civil Code of Procedure, Business and Practices Code and various other Code sections applicable to court reporting.
- Computer-Aided Transcript (CAT) and Westlaw Realtime technology.
- Medical and other specialized terminology used in Court proceedings.
- Proper English usage, grammar, punctuation, and spelling, including legal, medical and technical terminology.

### Ability to:

- Use computer-aided transcription (CAT) to prepare the official record.
- Work independently; organize and prioritize transcript production in order to meet and maintain critical time deadlines.
- Exercise discretion and judgment.
- Effectively communicate both verbally and in writing.
- Provide excellent customer service; establish and maintain effective work relationships with judges and court staff.

Possession and maintenance of the following certifications is desirable:

- ◇ NCRA Certified Realtime Reporter (CRR)
- ◇ DRA California Certified Realtime Reporter (CCRR)
- ◇ Registered Professional Reporter (RPR)
- ◇ Registered Merit Reporter (RMR)
- ◇ Registered Diplomatic Reporter (RDR)

## **HOW TO APPLY**

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit **ALL** of the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <http://sfsuperiorcourt.org/general-info/hr>.
- Resume.
- Copy of your license as a certified shorthand reporter with the Court Reporters Board of California.
- Copy of your Realtime certification, if applicable.

The preparation of the online application, including the resume and the copy of your license as a certified shorthand reporter with the Court Reporters Board of California, is very important to the selection process. It is recommended that applicants review the material in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted.

## **SELECTION PROCESS**

### Initial Screening:

Complete application packages will be evaluated to determine if the candidate meets the minimum qualifications, and only those candidates determined to best meet the needs of the Court may be interviewed. Not all applicants will receive an interview.

## Oral Interview:

If necessary, selected candidates may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas.

Qualified candidates with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

## **OTHER APPOINTMENT INFORMATION**

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number. At the time of employment, applicants will be required to present original documents which verify citizenship status or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

### **FINAL FILING DATE: Continuous.**

Applications will be accepted on an ongoing and continuous basis.

*For questions on any of the above information, contact the Human Resources Office  
of the Superior Court of California, County of San Francisco,  
(415) 551-0381.*

*This announcement and the applicable application are available at  
<http://sfsuperiorcourt.org/general-info/hr>.*