

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SANTA CLARA CERTIFIED COURT REPORTER

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## **DEFINITION:**

Under direction, this specialized classification steno graphically records and maintains an official record of court proceedings, reads notes as requested, prepares transcripts, and performs other related duties as required.

## **DISTINGUISHING CHARACTERISTICS:**

Incumbents in this classification are responsible for making verbatim official records of court proceedings in machine shorthand and providing read back of all or portions of the record upon request.

The Court offers a substantial benefits package to include a choice of health plan, dental plan, a vision plan, 13 paid holidays, 3 weeks of vacation, 4 days of personal leave, day off on your birthday and sick leave.

Our Court offered Health insurance plan is offered through Kaiser, Healthnet and Valley Health Plan. Certain coverage fully paid by Court for employee and dependents.

## **REPRESENTATIVE DUTIES:**

- Attends court sessions as assigned and makes verbatim stenographic records of the proceedings, often of a technical nature and at a high rate of speed;
- Provides immediate read back of all or portions of the record upon request;
- Prepares printed or magnetic media transcripts of court proceedings;
- Reviews, certifies, and files printed transcripts of court proceedings and provides daily transcripts as needed;
- Qualified incumbents may process court information/proceedings by use of realtime technology;
- Incumbents provide, at own expense, all necessary equipment and materials to produce the verbatim record, pursuant to California Rules of Court, Rule 810;
- Maintains a variety of paper and electronic files;
- Performs other related duties as required.

## **EMPLOYMENT STANDARDS:**

Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board is required. Realtime reporting is highly desirable. In order to receive the differential, incumbents must be realtime-certified by either the National Court Reporters Association, or the Deposition Reporters Association, or have successfully passed a realtime test administered by the Court. Incumbents provide and maintain the necessary equipment for the transcription of court proceedings. A California Driver's license may be required. Employees in this classification may be required to use their own vehicle to travel between facilities.

**Knowledge of:**

- Legal terminology; basic medical and other specialized and technical terminology required for court proceedings and protocol;
- English usage, grammar, punctuation, and spelling; transcript production procedures and practices; office procedures and practices;
- Office management principles, methods, and procedures;
- Court procedures and protocol.

**Ability to:**

- Record shorthand at a minimum of 200 words per minute with 97.5% accuracy;
- Plan and organize work to meet deadlines;
- Establish and maintain working relationships with judges, court staff, attorneys, and the public;
- Ability to comprehend and process varying dialects, accents, and speech peculiarities of the English language;
- Ability to converse and respond appropriately to inquiries and requests;
- Ability to work alone and independently as well as working closely with others is required.

**WORKING CONDITIONS:**

The work environment is generally clean, inside buildings, with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and the expectation to produce high quality work under limited time constraints.

**ESSENTIAL FUNCTIONS:**

Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the Court Reporter classification:

- Frequent and ongoing use of stenographic equipment to record verbatim proceedings;
- Frequent and ongoing use of electronic equipment to produce transcripts and other documents;
- Read back court proceedings in a clear concise manner in a courtroom or other setting;

**PHYSICAL DEMANDS:**

- Requires sitting at a keyboard and using fine hand coordination and with continuous high frequency repetitive motion, for extended periods of time, on a daily basis;
- Occasional lifting, pushing, carrying of objects up to 15 pounds;
- Requires walking, some bending, stooping, and squatting;
- Continuous need for verbal comprehension and retention.