

SUPERIOR COURT OF CALIFORNIA SAN BENITO COUNTY

An Equal Opportunity Employer



EMPLOYMENT OPPORTUNITY

COURT REPORTER

Part-time

Hourly: Step A: \$42.56 – Step F: \$55.00

Monthly: Step A: \$7,377.07 – Step F: \$9,533.33

Annually: Step A: \$88,524.80 – Step F: \$114,400.00



OPEN UNTIL FILLED

REPRESENTATIVE DUTIES

The Superior Court is seeking energetic and motivated applicants for the position of Court Reporter. The position is part-time, 24 hours per week (Wed.–Fri.- 8 am to 5 pm).. The position will also have the option of earning comp time when covering jury trials or other or other matters scheduled on Monday and Tuesday. The successful applicant will be responsible for transcribing verbatim testimony and court proceedings using reliable stenographic equipment as well as the timely transcription and certification of said work. A partial description of desirable qualifications are as follows:

- Knowledge of California law, related forms and court procedures
- Knowledge of Rules of Court as they apply to the duties of a court reporter
- Ability to take shorthand on stenographic equipment for extended periods of time with a high degree of accuracy
- Ability to discern and accurately record testimony and proceedings in a noisy environment
- Ability to prioritize time-sensitive deadlines
- Ability to work with the court staff and public in a professional and courteous manner
- Ability to speak clearly and loudly during courtroom proceedings

SUPPLEMENTAL QUESTIONS

1. Do you have a current Certified Shorthand Reporter (CSR) license issued by the Court Reporters Board of California? [if yes, please submit a copy of your license with your application]
2. Has your license ever been suspended or revoked? [if yes, provide full details]
3. Have you been subject to other disciplinary action by the Court Reporters Board of California or the equivalent board of another state? [if yes, provide full details]
4. List the various time-related deadlines for production of the following transcripts as well as which statutory or other authority governs the deadlines: 1) Juvenile Writs, 2) Preliminary Hearings, and 3) Appeals
5. List the statutory formula for computing the amount you may legally charge for a transcript as well as the source of that formula.

APPLICATION PROCESS

A complete application can be submitted in one of the following:

- 1) In person at, 450 Fourth Street, Hollister, CA
- 2) Via US Mail to: Superior Court of San Benito County, ATTN: Maria Alfaro, 450 Fourth Street, Hollister, CA 95023
- 3) By FAX to Maria Alfaro at (831) 636-4195
- 4) By Email to Maria Alfaro at admin@sanbenito.courts.ca.gov.

Application form and job specifications may be obtained at the court address listed above or at the San Benito County Superior Court website: www.sanbenito.courts.ca.gov

NOTE: A complete application shall include the application form, résumé and response to supplemental questions. Please also note that candidates determined to meet the minimum qualifications may be asked to participate in an oral interview and that a detailed background and reference check will be conducted on all successful applicants.

BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 72 hours per year (prorated at 60%) increased after 3, 10, & 15 years
- Sick Leave: 48 hours per year (prorated at 60%)
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS: 2 @ 55 FOR Classic and 2% @ 62 for PEPRA
- Life Insurance: \$30,000, paid by Court
- Employee Assistance Program
- Also available: Voluntary Deferred Compensation, AFLAC, Colonial Life, Flexible Spending Account, Health Savings Account and Supplemental life insurance.