



Superior Court of the State of California County of San Benito

450 Fourth Street, Hollister, CA 95023
www.sanbenito.courts.ca.gov

The Superior Court of San Benito County is recruiting for an enthusiastic individual to fill the position of:

COURT REPORTER

Full-time/Part-time

Represented Position - General Unit SEIU

Opening Date: January 30, 2024

Closing Date: February 29, 2024

COMPENSATION:

Hourly:	Step A:	\$44.83	Step F:	\$57.20
Monthly*:	Step A:	\$7,770.53	Step F:	\$9,914.67
Annually*:	Step A:	\$93,246.40	Step F:	\$118,976.00

*Monthly and Annual amounts for full-time; will be prorated for part-time work. See benefits section for additional compensation information.

APPLICATION PROCESS:

To apply submit a completed **employment application, resume and response to the supplemental questions** to the court by the deadline noted above. The employment application can be found at the following link:

<https://www.sanbenito.courts.ca.gov/system/files/general/employment-application.pdf>

Application may be submitted by the following methods:

- By Email: hr@sanbenitocourt.org
- By Fax: 831-636-4195
- By personal delivery or US mail to:
San Benito County Superior Court
Attn: Human Resources
450 Fourth Street, Hollister, CA 95023
Monday-Friday: 8:00 a.m. to 5:00 p.m.

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:
 - A. Juvenile Writs
 - B. Preliminary Hearings
 - C. 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.

JOB DETAILS: COURT REPORTER

Definition

Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of court proceedings.

Distinguishing Characteristics

Incumbents are responsible for recording verbatim testimony and court proceedings using stenographic equipment, timely transcribe the testimony and certify as to the correctness of said transcript.

Job Duties (The following is used as a partial description and is not restrictive as to duties required.)

- Records verbatim testimony and court proceedings using stenographic equipment; requests clarification of instructions, orders, or other actions to properly note the official record.
- Prepares and reads back all or portions of the official court proceedings upon instruction from the judge.
- Prioritizes requests for transcripts in order to meet legal timelines.
- Prepares printed and/or magnetic media transcripts using computer-aided transcription software.
- Reviews and certifies printed and electronic transcripts of court proceedings.
- Maintains a variety of electronic and paper files.
- May use real-time capabilities for hearing impaired individuals.
- Coordination of court reporters which will require finding other court reporters to cover calendars as well as making sure calendars are covered when you are out of the office.
- Any and all other duties as required or assigned.

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and FAX.

Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

Desirable Qualifications

Knowledge of:

- California law and forms and court procedures.
- Rules of Court as they apply to the duties of the official court reporter.
- Legal, medical and computer terminology.
- Proper English usage, spelling, grammar and punctuation.

Ability to:

- Take shorthand on stenographic machines for extended periods of time with a high degree of accuracy.
- Discern and accurately record testimony and proceedings in a noisy environment with multiple distractions, requiring focus and concentration.
- Perform repetitive work requiring finger dexterity for extended periods of time.
- Understand and follow verbal and written instructions.
- Speak clearly and loudly to read back testimony.
- Prioritize work.
- Work with the public and other court staff in a professional and courteous manner.
- Establish and maintain cooperative and credible working relationships.

Training and Experience:

Any combination of training, experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify is:

- Education equivalent to a high school diploma or GED and
- Experience equivalent to one year of shorthand experience using a stenographic machine, preferably in the court environment.
- Certification by the State of California as a Certified Shorthand Reporter or a Certified Court Reporter.

Special Requirements:

- During the hours the court is open for the transaction of judicial business, incumbents shall not engage in, or solicit to engage in any other employment in their professional capacity.
- Incumbents provide and maintain their own equipment and cover the costs of transcribing the record, in return for a fee set by statute.

BENEFITS:

The following benefits are provided at the intervals and rates equivalent to the General bargaining unit:

- Cost of Living Adjustments (COLAs)

- Health, Dental and Vision Insurance
- Monthly Court Contribution toward Health coverage:

Level of Coverage	Monthly Court Contribution
Employee Only	\$999.00
Employee + Dependent	\$1,812.00
Employee + Family	\$2,308.00

- Cash in Lieu: The court will pay \$300 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid.
- AD&D: Court paid
- Vacation Days:

Years of Service	Accrual Per Year
1-3 years of service	88 hours per year
3+ -5 years of service	120 hours per year
5+ -10 years of service	140 hours per year
10+ -15 years of service	168 hours per year
15+ years of service	184 hours per year

Eligible to use vacation upon completion of 6 months of continuous service.

- Sick Leave: 10 hours per month. Eligible to use sick leave upon completion of 3 months of continuous service.
- Holidays: 14 paid holidays per year
- Retirement CalPERS: Court pays employer share. Current Formula: Classic 2% at 55 / PEPRA 2% at 62. Note: Employee pays employee share.
- Social Security: The court pays towards Social Security and Medicare.
- Life Insurance: Court pays for a \$30,000 life insurance policy. Supplemental Life insurance is available to employees at their cost.
- Employee Assistance Program (EAP): Paid by Court.

The court also offers other voluntary benefits, paid by employee:

- Deferred Compensation
- AFLAC and Colonial Life plans
- Flexible Spending Account

The contents of this class specification shall not be construed to constitute any expressed or implied guarantee, nor shall it constitute a contract of employment. Superior Court assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.