



THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF NEVADA

Job Announcement

Part-time Court Reporter – Nevada City, California

APPLICATION DEADLINE:	Applications are being accepted through April 24, 2020 - Open Until Filled
SALARY RANGE:	Hourly \$30.96 - \$37.64 <i>The salary range consists of 5 steps with approximately 5% between each step.</i>
FILING REQUIREMENTS:	<ul style="list-style-type: none">To apply, please go to:<ul style="list-style-type: none">http://nccourt.net/geninfo/employment.shtmlSubmit completed Application, Supplemental Questionnaire and Resume to: Superior Court of Nevada County/HR Department 201 Church Street Suite 6, Nevada City, CA 95959.If you have any questions you can contact us at hr@nccourt.net.
SPECIAL REQUIREMENTS:	<ul style="list-style-type: none">Candidates hired will be subject to a background and Live Scan Fingerprinting.All offers of employment are subject to submission of documents verifying identity and authorization to work in the United States, in accordance with the Immigration and naturalization Control Act of 1986.

The Court

The court's primary location is in Nevada City, with a branch in Truckee. The Superior Court of California, County of Nevada has six judges, one commissioner and approximately 55 employees.

Court Reporter under general supervision, records and transcribes verbatim stenographic accounts of official court proceedings, prepares certified transcripts of the proceedings and performs other related work as may be required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable federal, state and local laws, regulations, statutes and rules relating to court reporting services.
- Knowledge of complex legal, medical, technical and administrative terminology and procedures.
- Court procedures and protocol.
- Correct English usage, grammar, spelling, vocabulary and punctuation.
- Techniques and procedures for use of machine short hand equipment; and



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Ability to:

- Take machine shorthand at the speed and accuracy specified for licensing by the State of California;
- Make a verbatim record of court proceedings, often of a technical nature;
- Attend to and distinguish multiple voices;
- Read back the record in open court;
- Maintain confidentiality of sensitive information;
- Understand and follow complex oral instructions;
- Communicate effectively both orally and in writing;
- Transcribe accurately from shorthand recordings;
- Establish and maintain effective working relationships.

TRAINING AND EXPERIENCE

Any combination of training and experience providing the required knowledge and abilities including the knowledge of legal terminology, is qualifying. A typical way to obtain these knowledge and abilities would be:

- Equivalent to a high school diploma or GED;
- Certification by the State of California as a Certified Shorthand Reporter or Certified Court Reporter; and
- Two years general reporting experience or one year in a trial court in the State of California.

SPECIAL REQUIREMENTS

Possession in good standing of a valid license as a Certified Shorthand Reporter issued by the California Court Reporters Board, California Department of Consumer Affairs or evidence of successful testing in accordance with Government Code Section 69942.

Possession of a valid driver's license or the ability to provide alternate methods of transportation that meets the job requirements.

Court Reporters are prohibited from holding any outside employment as a Court Reporter that is a conflict of interest with the Court.

Court Reporters provide their own reporting and transcription equipment. They are responsible for obtaining supplies such as records and tapes and providing maintenance for their equipment.



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Court Benefits:

The Court offers a medical, dental and vision benefit package to its regular full-time and part time employees working 20 or more hours weekly.
Additional Voluntary Benefits include:
Deferred Compensation, Flexible Benefit Plan, Life Insurance, Aflac and an Employee Assistance Program.
The Court has 13 Paid holidays and a Paid Leave Program (PLP) <i>Part time holiday and PLP benefits are pro-rated based on hours worked.</i>
CALPERS Retirement – Classic Level 2 - 2% @ 60/PEPRA 2% @62. For questions on retirement levels with
CALPERS Public Agency Retirement Benefits call (888) 225-7377.

**Court Reporter
Supplemental Questionnaire**

Instructions: Please answer the following questions on a separate piece of paper. Answers **must be typed**. Please include your name, date and position at the top of each page submitted. The completed questionnaire **MUST** be submitted with your resume and Superior Court of Nevada County Application.

1. Are able to perform real-time for the judge and/or attorneys when requested? How long have you been performing real-time?
2. Describe your experience recording verbatim proceedings of courts.
3. Describe what methods you use to track your transcript orders.
4. Describe how you will manage your time in regard to statutory dates (i.e. appeals and preliminary examination due dates).