



Superior Court of California County of Lassen

Job Title: Court Reporter I/II

UMC: 2006a

Salary Range: PU- Range 25

History: Revised 3/02, 7/06, 4/11, 7/13

FLSA: Non-Exempt

Unit: Represented

Status: Fulltime

DEFINITION

Under general supervision, this specialized clerical level position describes a two level class series. Incumbents in a Court Reporter I/II position record and transcribe verbatim stenographic accounts of official court proceedings.

DISTINGUISHING CHARACTERISTICS

Court Reporter I is the entry level classification of this series. This class is distinguished from the higher level Court Reporter II in that the latter is experienced and responsible for lead work, including court calendar monitoring and coordinating work of contract court reporters.

Court Reporter II is the journey level classification of this series. Employees in this classification are experienced court reporters performing routine and complex court reporting work, including real time reporting. Incumbents in this classification are responsible for monitoring court calendars, anticipating court reporter needs and coordinating work of court reporters. Incumbents in this classification receive only occasional instruction and assistance as new or unusual situations arise and are fully competent and knowledgeable of court procedures.

REPRESENTATIVE DUTIES

The following duties are typical of those performed in this classification; however, other duties may also be required.

- Records and certifies verbatim testimony of court proceedings using stenographic equipment pursuant to law and as directed by judges and court executive officer; asks for judicial clarification of instructions, orders, or other actions to properly report the official record.
- Reads back all or portions of the official court proceedings upon instruction from the judge.
- Records in real-time the testimony of court proceedings using stenographic equipment when requested by the court.
- Prepares printed or magnetic media transcripts; reviews and certifies printed transcripts of court proceedings in a timely manner and as required by law.
- Maintains a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible, prepares daily transcripts as needed, and provides transcripts of proceedings on request of parties or by order of the court.
- Reviews calendars and works with contract reporters to ensure all court departments have daily court reporter coverage.

JUDGMENT AND RESPONSIBILITY

Incumbents work under general supervision on a set of tasks in accordance with established policies, procedures, statutes, and standards under the supervision of court administration. Incumbents have no responsibility for the work of others. Substantial error in transcription or read back could affect outcomes of a trial or appeal.

EMPLOYMENT STANDARDS

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

Court Reporter I:

An educational level equivalent to a high school diploma or GED. Certification by the State of California as a Certified Shorthand Reporter is required.

Court Reporter II:

At least four (4) years of progressively responsible work experience in the classification of Court Reporter I with the Lassen Superior Court, OR five (5) years of progressively responsible work experience as a court reporter in a California Trial Court.

Knowledge of:

Court Reporter I:

- Principles and practices of court reporting.
- Principles and practices of preparing transcripts.
- Modern office procedures, methods and computer equipment.
- Legal terminology.

Court Reporter II: All of the above, plus

- California court procedures.
- Court calendar practices.

Scheduling contract court reporters.

Ability to:

Court Reporter I:

- Use computer and steno machine.
- Type accurately at 200 words per minute.
- Prepare a verbatim record of court proceedings.

Court Reporter II: All of the above, plus

- Effectively monitor court calendars and schedule court reporters.
- Perform more difficult and complex court reporting work.
- Perform real-time court reporting.

PHYSICAL REQUIREMENTS

This position requires the employee to stand, walk, sit, reach, pull, climb stairs, balance, stoop, kneel, talk and hear sufficiently for communicating in person, by telephone and electronically. This position requires the ability to sit for long periods of time, ability to lift books, files and other office equipment weighing up to twenty (20) pounds. Maintaining proficient dexterity in the use of fingers, hands, limbs and body for the operations of various office equipment including extended periods of time is essential.