



JOB OPPORTUNITY

PER DIEM COURT REPORTER

DAILY RATE: \$316.00 (full day)
\$158.00 (half day)

FILING DEADLINE: Resumes are accepted on a continuous basis.

WORK DESCRIPTION and POSITION LOCATION: San Diego Superior Court is seeking qualified individuals to work as per diem court reporters on an independent contractor basis. The services of per diem reporters are needed at all court locations including downtown San Diego, Kearny Mesa, East County (El Cajon), North County (Vista), and South County (Chula Vista).

Per diem reporters are scheduled based upon the daily needs of the Court, notification of availability to work, and indicated geographical preferences. Part-time work schedules are available.

The Court Reporting Supervisor at each branch court location is responsible for scheduling coverage for that location.

JOB SUMMARY: Per diem reporters attend sessions of the Court as assigned; compile a verbatim official record of all courtroom proceedings in machine shorthand; read back previously spoken testimony to judges, counsel, witnesses and jurors; utilize computer-aided or manual transcription to prepare transcripts in accordance with prescribed formats and deadlines; and certify final transcripts. Realtime skills are highly desirable.

REQUIREMENTS: Possession of a Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumer Affairs Court Reporter Board; and must be responsible for providing court reporting and transcription equipment. Realtime reporting is highly desirable.

Interested reporters will be contacted by Court Reporting Services staff regarding additional requirements.

HOW TO APPLY: Interested reporters must submit a resume, copy of a valid California CSR license, Background Investigation Form and Pro Tem Candidate Information Sheet. Resumes and other materials may be submitted in person to the San Diego Superior Court Human Resources Office, located at 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101, or mailed to: San Diego Superior Court, Attention: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128.

DATE: September 17, 2012

ASSIGNED ANALYST: RENEE COLEY

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Human Resources of special needs in advance of the examination.

Human Resources Office: The Superior Court Human Resources Office is located at the Hall of Justice (HOJ), 330 West Broadway, Room 251, in Downtown San Diego.

Hours of Operation: The Human Resources Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The recorded telephone number to request an application is (619) 450-5222. The fax number is (619) 450-7158.

Website: Job opportunities are listed on the Superior Court website at: www.sdcourt.ca.gov. The application form is available at this site in Adobe PDF format.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Background Investigation: Convictions, depending upon the type, number and recency, may be disqualifying.