



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT
COURT REPORTER
Examination No. 11-007

- SALARY RANGE:** \$71,510 - \$90,584 annually. Additional premium pay is available for realtime skills.
- FILING DEADLINE:** Applications will be accepted until **5:00 PM, FRIDAY, SEPTEMBER 7, 2012.**
- LOCATION:** Court locations include: Central Division in San Diego and Kearny Mesa; East County Division in El Cajon, North County Division in Vista, and South County Division in Chula Vista. There are no openings at the present time.
- JOB SUMMARY:** Court reporters are responsible for recording and compiling a verbatim official record of all courtroom proceedings in machine shorthand; providing read back of previously spoken testimony as requested; researching medical, legal, and technical terminology and case citations; developing and modifying custom software dictionaries; utilizing computer-aided transcription equipment to prepare transcripts in accordance with prescribed formats and deadlines; and certifying final transcripts.
- REQUIREMENTS:** Possess a valid current Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumer Affairs Court Reporter Board; and must provide own equipment. Realtime reporting is highly desirable.
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated include knowledge of laws and regulations related to court reporting; legal, medical, professional and technical terminology used in a court setting; courtroom procedures and etiquette; records management; and correct English usage, including grammar, spelling and punctuation. Additional factors which may be evaluated include the ability to: proofread and edit transcripts and other documents; communicate clearly and effectively orally and in writing; establish and maintain effective working relationships with judges, court staff, attorneys, and the general public; maintain confidentiality; organize and prioritize work; and meet critical time deadlines.
- SELECTION PROCESS:** Qualified candidates are placed on the eligibility list based on information provided in both the standard employment and supplemental application forms. The top candidates will be invited to participate in a selection interview as positions become available.
- HOW TO APPLY:** Applicants must complete and submit a standard employment application, supplemental application form, current resume, copy of current valid CA CSR license; background investigation form, and pre-employment disclosure statement. Applications are available at San Diego Superior Court Human Resources office, at 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; by calling (619) 450-5222; or online at www.sdcourt.ca.gov. Submit completed application materials in person or mail to: San Diego Superior Court, Attn: Human Resources, P. O. Box 120128, San Diego, CA 92112-0128; or via Court mail to mail stop C-44.

DATE: May 31, 2011

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 on the reverse 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, 92101.

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 and the 24-hour job line 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.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed

promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

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

Eligible Lists: After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

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.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency,

may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: Dependent upon background and experience.

Vacation: New employees accrue vacation at a rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the Court Reporter classification serve a one year probationary period and are governed by the San Diego Superior Court Personnel Rules.

**SAN DIEGO SUPERIOR COURT
ATTN: HUMAN RESOURCES
PO BOX 120128
SAN DIEGO, CA 92112-0128**