



**Superior Court of the State of California  
County of Kings  
1640 Kings County Drive Hanford, CA 93230  
(559)582-1010 Extension 6021**

## **Job Announcement**

# **PART-TIME COURT REPORTER**

***Court Reporter I Per Hour: \$38.08  
Court Reporter II Per Hour: \$39.98  
Court Reporter III Per Hour: \$42.99***

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings has openings for Part-Time Court Reporters I/II/III depending on experience and qualifications. Individuals selected must be available to be assigned to any courtroom, work a full eight (8) hour workday, and will work half time (.5 FTE) or greater. Part-time schedules currently being offered will work a minimum of forty (40) hours every two weeks, five (5) full days over two (2) weeks, i.e., three (3) full days one week and two (2) full days the next week OR will work five (5) half days every week, i.e., four (4) hours each workday Monday through Friday.

Part-time employees will have the same job duties and responsibilities as full-time employees for their hours of work.

An eligibility list will be established as a result of this recruitment and may be used to fill other vacancies in the future.

### **ABOUT THE POSITION**

The individual appointed to this position will perform a wide variety of duties including, but not limited to:

- Attend Court sessions as assigned and make verbatim stenographic records of the proceedings, often of a technical nature and at a high rate of speed;
- Provide immediate read back of all or portions of the record upon request;
- Prepare printed or magnetic media transcripts of court proceedings;
- Utilize computer-aided or manual transcription to prepare transcripts in accordance with prescribed formats and deadlines;
- Review, certify and file printed transcripts of court proceedings and provide daily transcripts as needed;
- Be Real Time capable and provide Real Time services upon request;
- Provide, at own expense, all necessary equipment and materials to produce the verbatim record, pursuant to California Rules of Court, Rule 10.810;

- Maintain a variety of paper and electronic files;
- Upload Court Reporter Notes to ACORN program within thirty (30) days from the date of any hearing;
- Ability to timely file transcripts through YESLaw within thirty (30) days, or as required by law, from the date of any hearing; and
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

**Education:** Possession of High School Diploma or G.E.D. Possess and maintain a certificate and be in good standing as a Certified Court Reporter issued by the state of California OR evidence of successful testing in accordance with the Government Code Section 69942.

**Experience:** Court Reporter I - up to two (2) years' experience as a certified State of California Court Reporter; Court Reporter II - minimum of 2-5 years of experience as a certified State of California Court Reporter; Court Reporter III - minimum of 5 + years of experience as a certified State of California Court Reporter.

### **DESIRABLE QUALIFICATIONS**

Experience in a Superior Court setting; ability to take stenographic dictation at a speed of 220 words per minute; type at a speed of 50 words per minute.

### **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and trainings.

### **EMPLOYEE BENEFITS**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. **The court pays a pro-rated percent of the cost based on hours worked for part-time employees for medical, dental, and vision insurance.**

**Health Insurance:** The court offers three levels of medical coverage for employees to elect.

**Cash in lieu of medical insurance:** Part-time employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive a pro-rated amount, based on hours worked, of the full-time employee benefit of \$274 per pay period (24 periods per year) in-lieu of court-sponsored medical insurance.

**Life Insurance:** The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**The court also provides pro-rated time-off for Holidays and Sick and Vacation:**

- Paid Holidays -14 pro-rated Holidays
- Paid Sick Leave – accrued per pay period, based on hours worked
- Paid Vacation – accrued per pay period, based on hours worked

**EMPLOYEE BENEFITS CONTINUED**

**Retirement:** The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The court offers employees the ability to participate in 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

**CLOSING DATE**

**Continuous**

**REQUIRED APPLICATION MATERIALS**

- Letter of Interest
- Resume
- Court Application
- Court Reporter Certification(s)

A résumé or faxed application cannot substitute for an original Court application. Application materials must be submitted by court email [personnel@kings.courts.ca.gov](mailto:personnel@kings.courts.ca.gov) or by mail:

Superior Court of the State of California  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov). Click on the General Information tab and then click on Employment.