



# SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN



Announces an Opportunity for the Position of  
**COURT REPORTER**

## Our Mission

*To ensure fair and equal access to justice and  
serve the public with dignity and respect.*



## *The Community*

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 residents known for its combination of rural and suburban lifestyles.

It is a recreation destination for the entire Bay Area - the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes employers such as Lucas Films and Autodesk, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin's post-secondary institutions include College of Marin and Dominican University.

## *The Court*

The Court is considered small/medium sized among the State of California's 58 trial courts. The Court has 12 authorized judicial positions and approximately 107 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court's workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

## *Court Reporter*

Under general supervision this specialized clerical level position records and transcribes verbatim stenographic accounts of assigned official court proceedings and furnishes transcripts of such records.

## *Distinguishing Characteristics*

This classification is distinguished from all other clerical classes in that it must be licensed by the Court Reporters Board of California as a Certified Shorthand Reporter. In addition, court reporters are required to provide their own equipment, computer and supplies, and are paid separately for transcripts.

This class reports to the Court Operations Manager or designee.

- Provides court-reporting services to the trial court; attends sessions of the Court as assigned and compiles a verbatim official record of courtroom proceedings in machine shorthand using Computer-Aided Transcription (CAT) and/or Real-time reporting equipment.
- Reads back all or portions of the official court proceedings upon instruction from the judicial officer.
- Prepares timely printed or magnetic media transcripts of all or part of the court record, in format prescribed by the Court upon proper request of the parties or order of the Court.
- Reviews and certifies printed transcripts of the court.
- Maintains reporting and transcription equipment and supplies.



- Maintains records of transcript production and related income and expenses for inspection and auditing; maintains records and reports related to work performed.
- Maintains, stores and delivers notes as official records of the Court in accordance with Government Code § 69955.
- Prepares daily transcripts as needed, and provides transcripts of proceedings on request of parties or by order of the Court; proofreads, collates, binds and delivers transcripts as required.
- Prepares excerpts of testimony in typed form as requested, and researches and prepares transcripts from past proceedings at the request of the Court, counsel, governmental agencies and litigants.
- Performs basic legal and office file research to ensure appropriate case documentation of names, quotations and similar information.

## ***Education and Experience***

**DESIRABLE QUALIFICATIONS** – *Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be the equivalent of:*

Education: Equivalent to graduation from the twelfth grade.

Experience: Ability to utilize Real-time Reporting and two years' experience as a court reporter in a Trial Court.

Certification and Licenses: Possession and maintenance of a license to practice as certified shorthand reporter from the Court Reporters Board of California per Government Code § 69442.



## ***Knowledge, Skills and Abilities***

Knowledge of: California Statutes relating to court reporting services; legal, medical and other technical terminology used in the course of court proceedings; courtroom practices and procedures; computer equipment and related programs; correct English usage, grammar, spelling, vocabulary and punctuation.

Skill in: Operating a computer and court reporting equipment.

Ability to: Take verbatim dictation of courtroom and related proceedings; use Computer-Aided Transcription and Real-time Reporting equipment; hear and distinguish words spoken in varying tones and volumes; read back the court record in open court; transcribe information accurately and in a timely manner; conduct basic legal and related research to verify transcribed information; maintain attention to detail; organize and prioritize work and meet critical deadlines; adjust and maintain stenographic and other similar equipment used in course of work; maintain confidential information where legal standards require; communicate orally and in written form in a clear and concise manner; deal tactfully and courteously with the public; establish and maintain effective work relationships with judicial officers, court personnel, governmental agencies and members of the public.

## *Compensation & Benefits*

The annual salary for the Court Reporter is \$96,781.12 to \$106,705.26 per year. In addition the salary is supplemented by a generous benefit package that includes the following elements:

### *Retirement*

For new employees, the Court's retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. This system has a reciprocity relationship with CalPERS and other 1937 Law entities.

### *Insurance*

The Court offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. The Court also offers flexible spending accounts.

In addition, the Court provides generous paid leave allowances (paid time off and sick leave).

## *Other Benefits*

### *Deferred Compensation Plan*

All court employees may participate in a voluntary Internal Revenue Code Section 457 deferred compensation plan paid 100% by the employee.

### *Tuition Reimbursement Program*

The Court offers a Tuition Reimbursement Program to employees who enroll in approved training courses or classes that directly relate to their present positions with the Court, or which may make employees more upwardly mobile in the Court. The Court's reimbursement program pays up to 50% of registration fees and materials, provided employees are pre-approved for their educational expenses and there are sufficient funds available in the Court's budget.

### *Employee Training and Development Program*

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. The Court is involved in regional and statewide training networks with other courts and professional organizations and also offers onsite programs.

### *Farmers Market*

The Thursday Marin Farmers Market is within walking distance and features 100 local farmers, specialty food purveyors and a handful of artisans. It makes for a great lunch destination as well.



### *Free Parking*

The Civic Center offers free all-day parking for all employees and visitors.

### *SMART Train*

The SMART Train Civic Center station is within walking distance of the Civic Center and the Court offers a monthly pre-tax discount commuter incentive.



### *Carpool/Bike Incentive*

Join a carpool to go further, or jump on a bike to boost your health and your wallet. You can receive a \$240 taxable carpool/bike incentive once every 6 months for carpooling or biking to work at least 60 days within each 6-month reporting period. This incentive is paid out twice a year if you meet all requirements. That's up to \$480 a year! The 60 days can be achieved through a combination of biking and/or carpooling.

### *Marin Civic Center Café*

Byte Foods offers automated refrigerated food kiosks restocked daily with a variety of fresh, nutritious and locally sourced foods and beverages. These items include various sandwiches, salads, burritos and specialty entrees, as well as coffee, kombucha, and juices. There is also an assortment of snacks and treats.

### *Marin County Library*

The Frank Lloyd Wright Civic Center Building offers an on-site library located on the fourth floor. It features free wifi, public computers and a large inventory of books and audio books.

### *Beautiful Scenery*

Across the street from the Civic Center is the Marin Center which includes walking paths around a beautiful pond with a wide variety of wild birds. The Marin Center is also the location for the yearly Marin County Fair and various shows.





## ***To Be Considered***

Applications must be completed electronically at [http://www.marincourt.org/human\\_resources.htm](http://www.marincourt.org/human_resources.htm). Click on the link for Career Opportunities. The deadline is **Sunday, March 14, 2021 at 11:00 p.m.** Candidates are responsible for submitting an application, cover letter, and answers to the supplemental questions in order to be considered.

Those candidates deemed most qualified will be invited to one or more oral interviews via zoom to be tentatively scheduled for the weeks of March 22, 2021 and March 29, 2021.

This is a full-time, non-exempt represented position. The position also includes a one-year probationary period.

EQUAL OPPORTUNITY/ADA EMPLOYER

## ***Supplemental Questions***

1. Do you possess and maintain a license as a Certified Shorthand Reporter issued by the State of California, and you are currently in good standing? You will need to provide a copy with your electronic application.
2. Has your license ever been suspended or revoked?
3. Do you possess a current Realtime Reporters certification by either the National Court Reporter's Association or the Deposition Reporter's Association or are you qualified to be certified by the Court as a Realtime Reporter?
4. Do you possess at least two (2) years of significant, directly related shorthand reporting experience?
5. Please describe the type of proceedings in which you have provided Realtime feed and how often you have provided Realtime Reporting in the last 12 months.