



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY



SIGNING PAYMENT*

\$10,000 total for full-time

\$5,000 the 2nd pay period

\$2,500 after one-year

\$2,500 after two-years

Invites your interest for the position of

COURT REPORTER

Full-time and Part-time



Monterey County

Monterey County is located on the Central Coast of California, 100 miles south of San Francisco. The County's 432,858 residents are proud of their global reputation, rich history, cultural and economic diversity. The County also offers the longest coastline of any California county and attracts more than 3 million visitors annually. The rich Salinas Valley extends through the heart of the County, making Monterey the third largest agricultural county in California. The County encompasses 12 cities in five distinctive communities: North County, Salinas Valley, South County, the Monterey Peninsula, and the Big Sur Coastline. The County's largest industries are agriculture, government, real estate and tourism.

For more information, visit:

www.monterey.courts.ca.gov/general-information/career-opportunities

Court Reporter

The Superior Court of California, County of Monterey is seeking qualified candidates to fill Court Reporter positions at the Salinas and Monterey Courthouses.

- **SIGNING PAYMENT- \$10,000 total for a full-time Court Reporter;**

- \$5,000 the second pay period in full-time paid status,
- \$2,500 after one-year anniversary, and \$2,500 after two-year anniversary*

- **FULL-TIME COURT REPORTERS START AT STEP 5 - \$53.90 per hour**

- **STUDENT LOAN AND EQUIPMENT ALLOWANCE** Up to \$27,500 total for Court Reporters certified on or after January 1, 2023 and hired before June 30, 2023; \$7,500 initial payment may be used for equipment, \$5,000 after the one-year anniversary and \$5,000 after two, three and four year anniversaries.*

- **RETENTION PAYMENT FOR CURRENT FULL-TIME COURT REPORTERS;**

- \$2,500 if a current full-time Court Reporter is still employed as of May 1, 2023.
- \$5,000 if a current full-time Court Reporter is still employed as of May 1, 2024, and
- \$10,000 if a current full-time Court Reporter is still employed as of May 1, 2025.*

- **RETENTION PAYMENT FOR CURRENT COURT REPORTERS WITH 25 OR MORE YEARS OF SERVICE;**

- \$2,500 payment at end of every quarter if Court Reporter agrees to stay for at least 12 months.*

- **FINDERS FEE FOR COURT EMPLOYEES WHO REFER OFFICIAL COURT REPORTERS TO THE COURT;**

\$15,000 total incrementally ending on Court Reporter's one-year hiring anniversary.*

*through June 30, 2023.



The Position

The official court reporter is responsible for the verbatim official record; provides readback upon request; prepares certified transcripts of the proceedings; and performs other related duties.

Examples of Duties

1. Primary work is to attend court sessions as assigned and make verbatim stenographic records of the proceedings.
2. Provide immediate readback of all or portions of the court proceedings upon instruction of the judge.
3. Prepare printed, electronic or digital media transcripts of court proceedings.
4. Review and certify transcripts for accuracy, and files transcripts of court proceedings as required by statutes and as ordered by the Court.
5. Prioritize requests for transcripts in order to meet legal timelines.
6. Maintain a variety of electronic and paper files 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.
7. Serve as a relief or floater reporter when needed in any court location.
8. Upload court reporter notes monthly to the "Court Reporter notes archival system."
9. Perform related duties as assigned.

Qualifications

Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board is required. Incumbents provide and maintain the necessary equipment for the transcription of court proceedings. A valid California Driver's license may be required. Employees in this classification may be required to use their own vehicle to travel between facilities. Court Reporter realtime skills and/or certification are desirable. A pay differential is available for realtime services.

The knowledge and skills required may be acquired through various types of experience, education, or training, typically:

Experience: Three **(3)** years of significant, directly related certified shorthand reporting experience, preferably in a court environment.

Education: Equivalent to graduation from the twelfth grade (high school) or GED.

License: Possess and maintain a license and be in good standing as a Certified Shorthand Reporter issued by the State of California.

EQUAL OPPORTUNITY EMPLOYER

The Court does not discriminate against employees or applicants on the basis of any characteristics or perceived characteristics protected by law. The Court will afford equal employment opportunity to all qualified applicants and employees with respect to all terms and conditions of employment.

Compensation and Benefits

The Superior Court of California, County of Monterey offers a competitive compensation and benefits package. The salary range for this position is \$112,112 to \$117,707 annually. Pay differential for Realtime; 7% for nationally certified, 4% for court certified. The Court has adopted a six-step salary schedule, with step advances granted yearly. The comprehensive benefits package includes (benefits may be prorated for part-time positions):

Court Reporter State License Fee: Reimbursed at actual cost.

Retirement: CalPERS defined pension. Employer and Employee (based on percentage of pay) contributes into CalPERS.

Deferred Compensation: A voluntary deferred compensation program is available.

Vacation: Accrues at the rate of 3.7 hours per 80 hours earned in a biweekly pay period. The accrual rate increases after 3, 5, 10, 15, 20 and 25 years of service.

Holidays: 14 days a year.

Sick Leave: Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours 80 hours earned in a bi-weekly pay period.

Educational Leave: Two 8-hour days per calendar year.

Education Reimbursement: Up to \$1,000 per year.

Medical Insurance: Employee and dependent coverage available.

Dental Insurance: Employee and dependent coverage available.

Vision Care Insurance: Employee and dependent coverage available.

Application Process

An online application along with responses to the supplemental questions, a letter of interest, a resume, degree verification and responses to the supplemental questions are required for consideration. Complete applications received prior to Sunday, June 11, 2023 10:00 pm will be given first consideration and review. Applications received after this date will be considered on a competitive basis only. The recruitment for the Court Reporter position will remain open until filled.

Apply at www.governmentjobs.com/careers/montereycourts

Application materials will be screened and competitively evaluated. Applicants who possess the required knowledge, skills and work experience will be invited to participate in a competitive selection process.

Contact Human Resources:

- (831) 775-5612
- dlbscourtjobs@monterey.courts.ca.gov

