



Court Reporter, Per Diem

Class Code:
3866

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Sep 30, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, stenotypes a verbatim record of court proceedings; to read notes as requested; to prepare transcripts; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Reports verbatim proceedings of all necessary judicial and court matters using stenographic equipment or computer-aided technology (CAT) with Real-time capability; reads back all of the official court record upon request.
2. Meets transcription deadlines in accordance with California Rules of Court and Penal Code 869e and 1203.01 and other applicable statutes as may be required; prepares certified transcripts as requested by judicial officers, attorneys and the public in a timely manner.
3. Maintains an accurate record of daily proceedings; and stores paper and electronic notes according to policy guidelines.
4. May provide secretarial support to the judicial officer; and types or prepares judicial documents, including judgments, decisions and jury instructions upon request.
5. May provide court reporter services in other courtrooms throughout Alameda County when regularly assigned court is not in session or due to operational necessity.
6. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a current license in good standing issued by the State of California, Department of Consumers Affairs Certified Shorthand Reporters Board.

KNOWLEDGE AND ABILITIES:

Knowledge of basic legal, medical and other terminology required for court proceedings; courtroom procedures and protocol; English usage, grammar, punctuation and spelling; transcript production procedures and practices; and personal CAT system.

Ability to write shorthand at a minimum of 200 words per minute with 97.5% accuracy; work independently; plan and organize work to meet statutory and non-statutory deadlines; prepare and deliver Court mandated and/or appeal transcripts and extensions within statutory timeframes, formatted in conformance with statutory requirements; establish and maintain effective working relationships with judges, staff, attorneys and the public.

LICENSE

A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out essential job functions.

SPECIAL REQUIREMENT

Must own and maintain appropriate equipment for transcription of court proceedings.

CLASSIFICATION HISTORY:

Revised: 4/15