

Compensation

\$2650.06-\$2921.70- Bi-weekly

*Hiring Bonus of \$5,000 payable within first 30 days

Benefits

Medical, Dental, & Vision Insurance

Low Employee Paid Premiums

CalPERS Retirement

Deferred Compensation Program

Vacation: varies by years of service

1-3 years / 12 days

4-9 years / 15 days

10-15 years / 20 days

16-20 years / 25 days

21+ years / 30 days

Sick Leave: 12 days per year

Personal Leave: 3 days per year

Bereavement Leave: up to 5-days per qualifying event

Court Holidays: 13 days per year



Crescent City, California sits between the mighty Pacific Ocean, ancient California redwood forests and tribal lands, and two wild rivers.

Discover the gateway to the Redwood National and State Parks, sprawling beaches, stunning trails, local art, rich history, casino gaming, welcoming events and delicious dining all packed into one spirited place.

Enjoy living in a tempered rainforest providing mild temperatures year round.



Del Norte Superior Court

450 H Street, RM 209
Crescent City, CA 95531

Phone: 707-464-8115
Fax: 707-465-4005
www.delnorte.courts.ca.gov



We're hiring!

The Del Norte Superior Court is hiring Court Reporters now.



Come work for the Del Norte Superior Court and live in nature's beauty. The Mighty Redwoods line the Smith River, and the Courthouse is just blocks from the beach!





Superior Court of California, County of Del Norte

Our mission is to preserve the integrity of and trust in the judicial system through the application of laws, policies and procedures that result in an equitable, fair and impartial forum for our community; those who need disputes decided and to preserve the rights and maintain order, dignity and safety of all who live or come in contact with the Del Norte County Superior Court.

Experience/Training

Abilities:

Must be Certified by the California Department of Consumer Affairs Certified Shorthand Reporters Board

Record shorthand at a minimum of 200 words per minute with 97.5% accuracy;

Plan and organize work to meet deadlines;

Establish and maintain working relationships with judges, court staff, attorneys, and the public;

Comprehend and process varying dialects, accents, and speech peculiarities of the English language;

Converse and respond appropriately to inquiries and requests;

Work alone and independently as well as working closely with others is required

Duties:

Other duties and responsibilities applicable to class may be assigned as necessary.

Attends court sessions as assigned and makes verbatim stenographic records of the proceedings, often of a technical nature and at a high rate of speed;

Provides immediate read back of all or portions of the record upon request;

Prepares printed and/or electronic transcripts of court proceedings;

Reviews, certifies, and files printed transcripts of court proceedings and provides daily transcripts as needed;

The ability to process court information/proceedings by use of real-time technology is highly desired.

Incumbents provide, at own expense, all necessary equipment and materials to produce the verbatim record, pursuant to California Rules of Court, Rule 810;

Maintains a variety of paper and electronic files;

Performs other related duties as required.

How to Apply

Please visit our website at www.delnorte.courts.ca.gov for application and announcements. Applicants are required to submit a thoroughly completed and signed Court application. The most qualified applicants will proceed to the examination process.

Please visit the Court's website to obtain necessary application. Resumes in lieu of the application will not be accepted. Documents received after the closing date and time will not be considered. Documents received with the application will not be returned to the applicant.

Applications must be mailed to Del Norte Superior Court, 450 H Street, Room 209, Crescent City, California 95531. No Fax or emails will be accepted.

Definition: This position may be filled as temporary, part-time or regular employment. Status of job availability is predicated upon funding restrictions at the time of employment offer. Regular Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600, et seq.).

Under general supervision, this specialized position records and transcribes verbatim stenographic accounts of official court proceedings

Voice Writers are encouraged to apply.

New legislation signed into law by Gov. Gavin Newsom allows the Court Reporters Board (Board) of California to license voice writers to work as certified court reporters. The passage of A.B. 156 now allows the Board to accept license applications from voice writers. The legislation would repeal a previous law that banned the Board from issuing certificates to voice writers.