



**Superior Court of California, County of Mendocino  
Is now accepting applications for:**

**COURT REPORTER/VOICE WRITER  
Salary - \$41.82 to \$50.84 per hour**

**Real-time Reporting Differential**

**Certified – 7% differential**

**Non-certified - 5% differential per day performing real-time transcriptions**

**Hiring Bonus offered**

**OPEN AND CONTINUOUS UNTIL POSITION IS FILLED**

**Job Summary**

Provides court reporting services for the Mendocino County Superior Court. Prepares the official record of all testimony and court activity, including reporting all proceedings in court; and preparing transcripts; labeling, filing, storing and maintaining notes in an electronic environment. Court Reporters provide their own reporting and transcription equipment.

This Court has two courthouses, located in Mendocino County. One is in Ukiah and the other is in Fort Bragg.

**Example of Duties:**

- Take and transcribe the verbatim record of court proceedings using stenography equipment or voice writing equipment;
- Identify speakers properly and accurately reflect the introduction of exhibits or evidence;
- Proficiently read back testimony in open court or to jury;
- Promptly prepare transcripts of proceedings when appropriate;
- Operate and maintain computerized transcription equipment and peripherals in good working condition;
- Maintain confidential information where legal standards so require;

- Establish and maintain effective working relationships with Judges and other Court staff; and
- Deal professionally and courteously with the bar, other justice partners and the general public.

## **Qualifications Requirements**

### **Education and Experience:**

- A High School diploma or equivalent;
- Certification by the Court Reporters Board of California as a CSR;

### **Other Requirements:**

- Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, to reach with hands and arms, to speak and to hear. Physical ability is required to lift objects, sometimes weighing up to 20 pounds. Some duties may require carrying equipment and negotiating stairs. Lifting position may be from the floor to the waist or from the waist to an overhead position. Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday.

## **SALARY AND BENEFITS**

The salary range \$41.82 to \$50.84 per hour. Court benefits for a new employee working full-time are described below:

- Court contribution to health, vision and dental insurance plans;
- \$30,000 Court-paid life insurance;
- Vacation - 80 hours per year;
- 14 paid holidays per year;
- Sick leave - 95 hours per year;
- Annual allocation of Personal Leave – 32 hours per year;
- Deferred compensation plans are available.

## **HIRING BONUS:**

The Court is offering a signing bonus with three milestones and are described below:

- \$10,000 upon hiring
- \$2,500 upon successful completion of probation-and provided that the Court Reporter remains actively employed by the Court as a Court Reporter at the time of payment.
- \$2,500 at second year anniversary as a Court Reporter

## **HOW TO APPLY**

Interested persons should submit the following:

- A completed and signed Court application;
- A resume is required.

The Court application may be obtained by visiting the Court or is available from the Court website, [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov). You will be able to type information into the on-line application. Mail or deliver application materials to:

**Superior Court of California, County of Mendocino  
Human Resources Department  
100 North State Street, Room 303  
Ukiah, CA 95482**

## **SELECTION PROCESS**

This vacancy announcement will remain open until filled. Application materials should be submitted promptly to ensure consideration for the position. The candidates with background and experience that are considered the best fit for the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more interview panels and an oral or written exercise during the decision-making process. Please note that Court employment is contingent upon successful completion of a background check and the provision of appropriate identifying documents to certify eligibility to work in the United States.

## **THE COMMUNITY**

Mendocino County is in Northern California approximately 115 miles north of the San Francisco Bay Area. The County is bordered by the Pacific Ocean to the west and is known for its spectacular scenery, unspoiled beaches, and magnificent redwoods; and offers miles of cycling and hiking trails and opportunities for experiencing the beauty of the outdoors. The Court has two locations. The Ukiah Courthouse is located at 100 N. State St. in downtown Ukiah. The Ten Mile Branch facility is in Fort Bragg on the Mendocino coast and provides the full range of services to the coastal community.

**Mendocino Superior Court is an Equal Opportunity Employer.**