



Court Reporter

DEPARTMENT: KCSC - Superior Court
DIVISION: Court Ops Support Services
SALARY: \$41.75 - \$52.92 Hourly
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Regular, Full time, 35 hrs/week
CLOSING DATE: Continuous

SUMMARY:

King County Superior Court invites applications from court reporters who are interested in working for the court. The Court provides the following premium pay and additional incentives:

Court Reporters who are NCRA Realtime Certified currently receive a 7.5% pay premium, and those who are or become Realtime Certified by the Court will receive a 5% pay premium.

Certified CART (Computer Access Realtime Translation) providers will be paid a premium when service is provided during court proceedings. When providing CART services, there is a separate reporter or digital record for the official court record.

The Court currently provides annual reimbursement for a portion of expenses related to the support of Realtime delivery to the Court.

The Court offers a substantial benefits package including health and dental insurance plans (without an employee premium), a defined benefit pension through the Washington State Public Employees Retirement System, a deferred compensation savings program, and generous paid leave. For further information regarding benefits, please see the Benefits tab in the job posting.

Court reporters maintain their separate private transcript business resulting from reported trial work. Onsite daily copy work is permitted if it will not interfere with the needs of the court. Trial days are typically Monday-Thursday with few court reporter assignments occurring on Fridays.

Who May Apply: This position is open to all qualified applicants.

Work Schedule and terms: This is a full-time benefit-eligible position working 35 hours per week. Work schedule is Monday through Friday, 8:30 AM - 4:30 PM. This position is FLSA nonexempt (hourly) and eligible for overtime pay for work performed in excess of 40 hours.

Work location: This position is based at the King County Courthouse in Seattle, but may, on limited occasions, be required to work at other Superior Court locations as well, if remote reporting is not feasible. Each reporter is provided a secure private office for their daily use.

Union Representation: This position is represented by PROTEC Local 17

Additional Materials Required: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume and cover letter. Applications that state "see resume" are considered incomplete and will not be accepted.

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attach multiple documents/files in the resume attachment section.

JOB DUTIES:

The incumbent is responsible for the verbatim official record, provides readback upon request, prepares certified transcripts of the proceedings; uses Computer Aided Transcript (CAT) and perform duties among various courthouses.

Attend each term of Court as directed by the Judge presiding and takes accurate notes (record) of the court proceedings.

Provide Realtime Reporting to the Judge.

Responsible for filing all verbatim notes in the Office of the Clerk of the Superior Court. File updated copies of a computer-aided transcript.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Required Qualifications:

Realtime Court Reporting is required. Pay premiums are made depending upon a Court Reporter's level of Realtime qualification. Court Reporters who are NCRA Realtime Certified receive a 7.5% pay premium. The court provides an opportunity for in-house Realtime Certification. Those who are or become Realtime Certified by the Court will receive a 5% pay premium.

Graduation from an accredited court reporter course offered through a university or business college with emphasis on English, law, medical terminology, and phonetics are required.

Three years of experience as a skilled, practical reporter or who upon examination shall be able to report and transcribe accurately 175 words per minute of the judge's charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180).

Working knowledge of courtroom proceedings and production of transcripts. Knowledge of all facets of reporting depositions, industrial insurance hearings, etc. Working knowledge of local rules, court procedures and processes is required.

Desirable Qualifications:

College degree or some post-secondary education is desirable.

NCRA Certified Realtime Reporting is desirable but not required.

Prior experience in a large volume general jurisdiction trial court is preferred but not required.

CART (Computer Access Realtime Translation) reporting is desirable but not required.

SUPPLEMENTAL INFORMATION:

Special Requirements: The ability to reliably travel throughout the county is required. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

King County Superior Court is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

As of December 6, 2021, King County Superior Court employees are required to be fully vaccinated against COVID-19. Your response to questions regarding your vaccination status will be reviewed as part of Superior Court's hiring process.

Selection process: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 477-1536

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022-16283
COURT REPORTER
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