

COLLEGE OF  
**MARIN**

**COURT REPORTING  
Advisory Meeting**

**Minutes**

**Thursday, June 16, 2022  
3:30 – 5 p.m.**

Hosted:

**Christine Leung**, Full-time Court Reporting Instructor and Program Coordinator, College of Marin

**Alina Varona**, Dean of Career Education and Workforce Development, College of Marin

**Heather Rahman**, Workforce Development/Program Partnership Specialist, College of Marin

Attended:

**Yvonne Fenner**, CA Court Reporters' Board, Executive Officer

**Gregory Stubbs**, Attorney and Court Reporting Instructor, College of Marin

**Eric Van Dorn**, Instructor, College of Marin

**Teresa Russ**, Freelance Reporter and CART Captioner

**Janis Olson**, Instructional Specialist, College of Marin

**Marina Pitts**, Attorney, Law Office of Leone and Alberts

**Jeannette Bush**, Los Angeles Court Reporting Association and L.A. Board of Student Outreach Committee

**Patricia Dowling**, CSR, San Francisco Superior Court Official

**Vykki Morgan**, Retired Court Reporter and Teacher

**Stephanie Stubbs**, CSR, Court Reporting Instructor, College of Marin

**Rick Galten**, Freelance Reporter

Notes:

Welcome and Introductions	
Overview of COM and Court Reporting Programs	<p>Alina Verona provided an overview of College of Marin, Career Education, Court Reporting, student demographics/outcomes and why we have Advisory Meetings.</p> <p><a href="#">Please refer to the slides embedded in this document.</a></p>
<ul style="list-style-type: none"><li>• Check-in with Advisory members<ul style="list-style-type: none"><li>○ Technology discussion</li><li>○ General hiring/retention needs</li><li>○ General local industry climate for new employees</li></ul></li></ul>	<p>The Court Reporting Advisors discussed various topics and provided the following:</p> <ul style="list-style-type: none"><li>• Voice Writing training at West Valley College boosted enrollment, though this technique is not legal yet in California. The State Board is aware and is trying to license voice writers. It should be legalized sooner than later. Once passed, CA schools will be encouraged to add training to their programs.</li><li>• In Southern California and statewide, there is such a need for reporters that the State Board is fighting to increase salaries and adding perks to attract more employees.</li><li>• The State's outreach to high schools include <b>A to Z</b> trainings at the K-12 level and <b>Project Steno</b> Each <b>A to Z</b> program usually attracts 30 – 40 students. It takes place during career days and involves stenograph basic training. It usually takes place 1 – 2 hours/week for 5 – 6 weeks.</li><li>• <b>Project Steno</b> is the same program with a little bit of an audience and provides basic training.</li><li>• Court reporting training isn't something high school counselors are recommending strongly to</li></ul>

	<p>students. The focus for students at that level generally is to prepare for a 4-year college and to pursue a Bachelor’s degree. COVID may have influenced students/guardians and shifted perspectives regarding going to a 2-year college for training. With outreach efforts, students become more aware of the earning potential and commitment to college to prepare for court reporting and related occupations.</p> <ul style="list-style-type: none"> <li>• In two years since the court reporting program transitioned into entirely hybrid and almost all online, enrollments have increased. Any student can attend a community college and take courses. Out of state tuition is avoided at a community college unlike the cost at a nationally offered program or a private institution.</li> <li>• To benefit the student in determining which educational route to take, offering a rotational option in exploring the court reporting related occupations may help. College of Marin (COM) could possibly offer approaches similar to mentorships.</li> </ul>
<p>Labor Market Information</p>	<p>Heather Rahman reported out that the trend or average annual income for reporters and captioners is currently 125,000+ with often sign on bonuses, benefits and perks. Information was obtained via O*Net Online and via job postings provided by the committee.</p> <p><a href="https://www.cal-ccra.org/ccra-classified-ads">https://www.cal-ccra.org/ccra-classified-ads</a></p>

	<p>Additional postings are located at the end of these note.</p> <p><a href="#">Please refer to the presentation slides.</a></p>
<p>Program Announcements and Discussions</p>	<p>Christine announce the new certificates, speed building as not-for-credit, and revised degree options.</p> <p>She asked the group about upgrading steno machines, retaining accounts with RealTime coaching and giving thanks to the students.</p> <p>The group was definitely in favor of RealTime, but also recommended YouTube training videos as supplemental support. EV360 is another dictation program proposed which should be cost effective. It is used by Cerritos College.</p> <p>The group also supported the notion of updating the machines.</p> <p>It was proposed to look into grant funds to pay for new equipment and to ask businesses if they can fix the machines at a low cost. Businesses which fix machines may also loan machines out for a low cost.</p> <p>Also, it was suggested to connect to Facebook groups court reporting groups to source donations.</p> <p>For thanking students, suggestions included providing a fee ticket to attend a Court Reporters Association convention or ask association to sponsor students.</p>
<p>Student Support/High School Outreach/Marketing</p>	<p>COM is working with Workforce Alliance of the North Bay and with Community Action Marin. These community organizations can help align work opportunities for qualified students, provide career readiness services and provide additional</p>

	<p>student supports. They also connect folks to funding for training.</p> <p>Additional COM outreach and marketing efforts are listed in the presentation slides that follow.</p>
Conclusions	<p>Meeting after 5 p.m. on weekdays is preferred by the group for our next meeting.</p>

COLLEGE OF  

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**MARIN**

**Court Reporting Advisory  
Committee Meeting**

JUNE 16, 2022



# Hello!

Please share your name, role, organization.

# AGENDA

Where We Are. Where We're Going.





# Overview

Alina Varona, Dean of Career Education and Workforce Development

# Overview of Career Education and Workforce Development

Prepare students with skills for 21st century jobs, careers, and the future of work

Degrees and Certificates

- **Create Pathways & Support Momentum**

Short Term Training and Workforce Development

- **Respond In-Time to Labor Market Needs and Connect to Employment**

Non Credit Education

- **Ladder and Bridge to Basic Skills, Work, and Credit**

2.1 million students at 116 colleges

[HTTPS://WWW.CCCCO.EDU/ABOUT-US/CHANCELLORS-OFFICE/DIVISIONS/WORKFORCE-AND-ECONOMIC-DEVELOPMENT](https://www.cccco.edu/about-us/chancellors-office/divisions/workforce-and-economic-development)

# Career Education: Programs

<https://cte.marin.edu>



- Administration of Justice
- Auto & Industrial  
Auto Collision Repair; Auto Technology; Electronics; Machine & Metals
- Computers & Multimedia  
Computer Information Systems; Graphic Design; 3D, Video, Game Dev; Web Design and Development; MS Office Certification; Cyber Security
- **Court Reporting**  
**Proofreading, CSR Ready, Scopists, CART**
- Health Sciences  
Dental Assisting; Emergency Medical Technician Training; Medical Assisting
- Organic Farming
- Education 2 Career (E2C)  
Construction Program
- Summer Career Academies
- Short-Term Career Training Programs (12 Weeks)  
Business Start-Up; Small Business Management; Office Technology: online selling, accounting, office applications, social media marketing

# WHY ADVISORY COMMITTEES?

## Centering the Community in Community College Practice and Programs

### Title 5: §55601[1]

- The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee
- Committee will develop recommendations on the program and be a liaison between the district and potential employers.

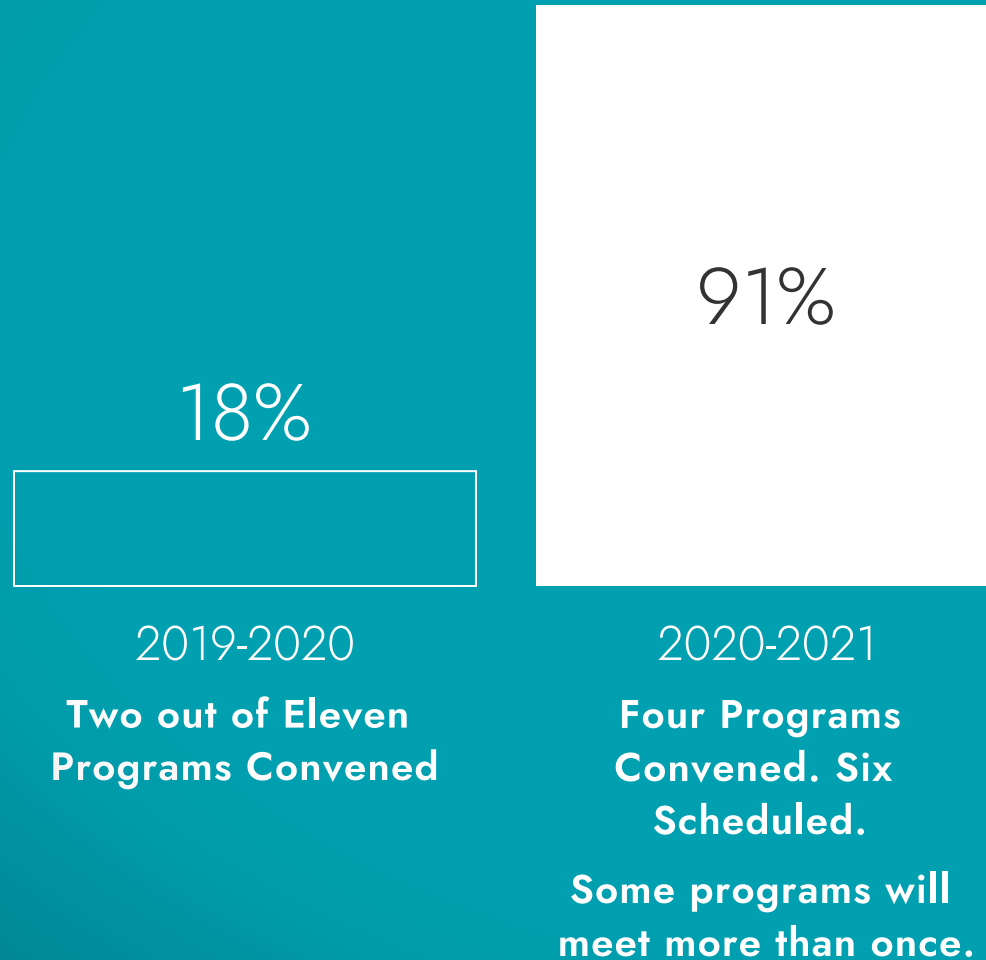
### Committee Members

- Shall have one or more representatives of the general public
- Must be knowledgeable about the educational needs of disadvantaged populations
- Students, teachers, business, industry, the college administration, and the field office of the Employment Development Department

### Funding Requirements

- Extensive business and industry involvement
- Evidenced by not less than one annual business and industry advisory committee meeting
- (Section 135(b) of Perkins IV[2]).

# Meaningful Advisory Committee Participation



35% increase in advisory member participation to date



# Court Reporting Revitalization Outcomes

- Revitalize and Update the Program
  - Hire full-time instructor/coordinator
  - Update the curriculum and ensure alignment with CRB requirements
  - Consider adding “voice writing”
  - Re-work the curriculum and see if any concessions can be made to limit classes to benefit the school, still serve the students, and meet all CRB requirements
  - Explore Non Credit
- Examine and Remedy Curricular Gaps
- Increase Marketing
- Increase Employer and Community Partnerships

# Program Outcomes

## Court Reporting

2018 - 2021

**Persistence** - First Time Students Fall to Spring

- Female: **100%**
- Male: **100%**

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Program Persistence Overall:

**100%**

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Higher than College persistence rate:  
**73%** average

Course **Retention** by Gender (%)

- Female: **93%**
- Male: **94%**

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Program Retention Overall:

**93.5%**

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Higher than College average at  
**85%**

**Program Success** - Awards

Fall 2018 - Spring 2021

- Certificates: **8**
- Degrees: **3**

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**Course Success** -

Overall course success rate is:

**91%**

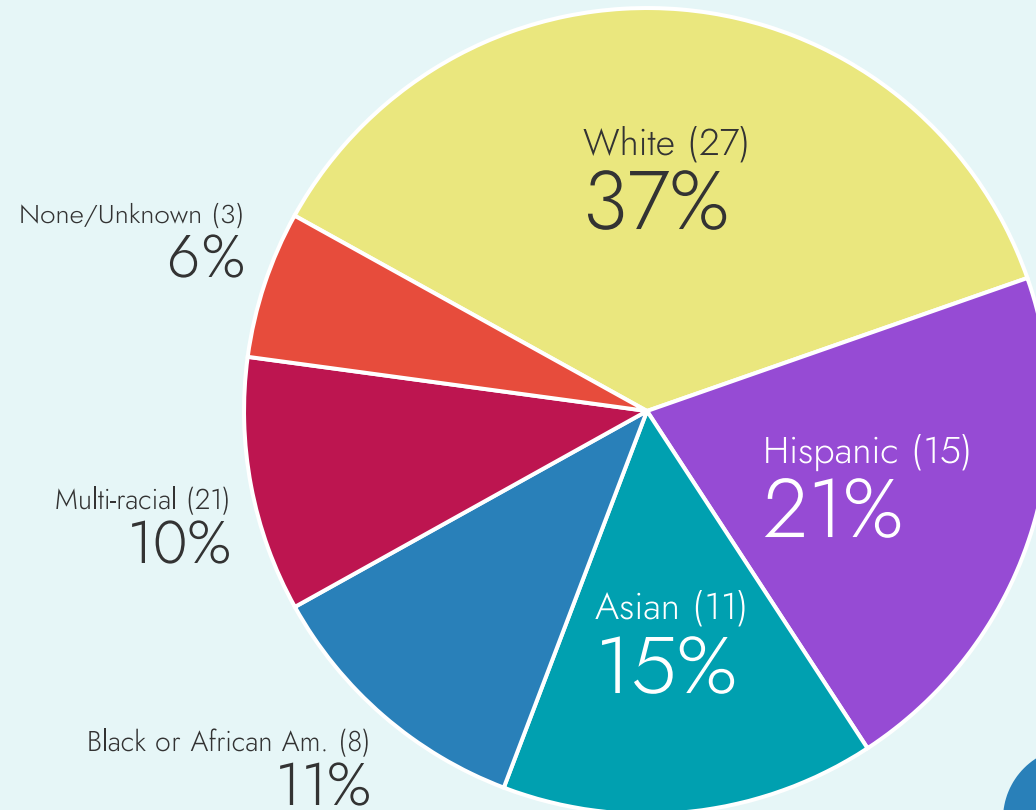
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Higher than College average at **77%**  
for 2019-20

# Average Student Demographics

## Court Reporting

2018 - 2021



### COLLEGE OF MARIN CREDIT STUDENT CHARACTERISTICS

Gender: Male 39% Female 60%;

Median Age: 23

Race/Ethnicity:

Asian: 487 (7%)

Black/African American: 207 (3%)

**Hispanic: 1,985 (30%)**

Multi-racial: 408 (6%)

Native American: 14 (0.2%)

Native Hawaiian/Pacific Islander: 13 (0.2%)

**White: 3,211 (48%)**

Avg. number/semester  
count in parenthesis



# EMPLOYMENT DATA

18 months after college completion-

85% Goal

77%



Found a job very closely or closely related to their field.

23%



Reported job is not closely related to their field.

206 Student respondents

# Advisory Check-In

Group Discussion

# PRIORITIES AND CURRENT LANDSCAPE

## Advisory Member Share Outs & Discussion

What has this last year looked like for your field?



### Staffing and Recruiting

- Where do you find your candidates?
- What wages can be expected for entry level positions?



### Needs and Priorities

- What are your current priorities and needs for hiring?



### Training & Professional Development

- Any emerging technology skills that should be considered?



### Other Key Items?

- What should we be aware of to support our future students?
- Potential technology, training, or emerging sectors?



### Community Partnership & Impacts

- How should we best prepare our students to be qualified and competitive?

# Labor Market Information Overview

Heather Rahman, Workforce Specialist

# Regional Labor Market Information

O\*Net Online: [onetonline.net](http://onetonline.net)

COUR COM Offerings/Occupations	Job Titles	Est. Earnings	Annual Job Openings projected through 2028 in CA
Proofreading	Copy Editor, Proofer, Proofreader, Typesetter	Freelance: Approx. \$375 per job assignment; 55,000+ annual salary	7% growth, est. 1500 employees and 200 annual job openings
Scopists		\$20 - \$30/Hour	
C.A.R.T.	Bundled with CSR in Labor Market Information	\$30 - \$100/Hour; Avg. \$125,310 annual salary + additional pay for transcript orders	140 job openings/year
CSR	Certified Shorthand Reporter, Court Monitor, Court Reporter, Court Stenographer, Deposition Report, Realtime Court Reporter	Avg. \$125,310 annual salary per O*Net Online + additional signing bonuses and benefits	140 job openings/year



# Court Reporting Program Updates

**Christine Leung, Coordinator and Instructor**

Program Updates, Technology Needs, Hiring Needs, New Developments

New!!  
Beginning  
Fall 2022

# Program Announcements



## New Certificates - Fully Approved!

- **Proofreading**
- **Scopist**
- **C.A.R.T.**
- **CSR Ready**



## 1 Degree to Offer

We're discontinuing the old degree and keeping it to the one that counts!  
**Associates of Science,  
Court Reporting**



## Theory Classes

- split into 2 semesters now
- speed building - not for credit
- less expense for student
- speed build at own pace



# Certificate Requirements

	Proofreading	Units	Scopist	Units	C.A.R.T.	Units	CSR-Ready	Units	
TERM 1	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	
	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	
	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	
	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	
	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	
		<b>12</b>		<b>12</b>		<b>12</b>		<b>12</b>	
TERM 2			COUR110B - Theory of Machine Shorthand II	4	COUR 110B - Theory of Machine Shorthand II	4	COUR 110B - Theory of Machine Shorthand II	4	
			COUR100 - Skill Development I	2	COUR 100 - Skill Development I	2	COUR 100 - Skill Development I	2	
			COUR166 - Legal Terminology and CSR Law	2	COUR 166 - Legal Terminology and CSR Law	2	COUR 166 - Legal Terminology and CSR Law	2	
			COUR169A - Computer-Aided Transcription	2	COUR169A - Computer-Aided Transcription	2	COUR169A - Computer-Aided Transcription	2	
			MEDA166 - Medical Terminology II	2	MEDA 166 - Medical Terminology II	2	MEDA 166 - Medical Terminology II	2	
			COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	COUR 168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	COUR 168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	
			<b>14</b>		<b>14</b>		<b>14</b>		
TERM 3					COUR 120 - Skill Development II	4	COUR 120 - Skill Development II	4	
					COUR 140 - Skill Development III	4	COUR 140 - Skill Development III	4	
					COUR169B - Computer-Aided Transcription II	2	COUR169B - Computer-Aided Transcription II	2	
					<b>10</b>		<b>10</b>		
TERM 4					COUR 160 - Skill Development IV	4	COUR 160 - Skill Development IV	4	
					COUR 180 - Skill Development V	4	COUR 180 - Skill Development V	4	
					WE 297B - Work Experience Seminar: Applying Worksite Skills	1.5	WE 297B - Work Experience Seminar: Applying Worksite Skills	1.5	
					<b>9.5</b>		<b>9.5</b>		
TERM 5							COUR 200 - Skill Development VI	4	
							COUR 220 - Skill Development VII	4	
							COUR 283 - CS/RPR Written Exam Preparation	1	
							<b>9</b>		
		<b>Total</b>	<b>12</b>	<b>Total</b>	<b>26</b>	<b>Total</b>	<b>45.5</b>	<b>Total</b>	<b>54.5</b>

- **Proofreading:** 1 semester, 12 units
- **Scopist:** 2 semesters, 26 units
- **C.A.R.T.:** 5 semesters, 45.5 units
- **CSR:** 6 semesters, 54.5 units



# Program **GROWTH**

## ✓ **Steno Writers**

Machines are becoming obsolete. Getting supplies or obtaining software updates will become more challenging. Students keep machines for up to a year.

**What are your thoughts? Do you recommend we upgrade the equipment to a newer model?**

## ✓ **Gratitude for Students**

How can we express praise or thanks to our students? **Thoughts?**

## ✓ **Realtime Coach**

Do we get value for continuing with it? How helpful is this service? Is it really needed? We plan to poll the students soon.  
**Thoughts?**



# Supporting Students



Partnering with  
Community Based  
Organizations



- Resume Building
- Career Services
- Job Fairs



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
DRIVING WORKFORCE TALENT

  
**COMM  
UNITY  
ACTION  
MARIN**

# Marketing/H.S. Outreach

## Overview

✓ Represent CR @ Job Fairs

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✓ Ongoing Social Media Posts w/Student Testimonials

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✓ Email Blasts

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✓ Mailer Inserted with Community Programs

**PLUS** Future Student Tours & Demonstrations  
Fall 2022  
Spring 2023

**Career Education** COLLEGE OF **MARIN**

# Court Reporting

FLEXIBLE JOBS  
HIGH WAGES

WORKFORCE.MARIN.EDU

# Court Reporting

## CAREERS / ANNUAL AVERAGE INCOME

- Certified Shorthand Reporter - \$121,730
- Proofreaders - \$52,690
- Scopists - \$62,400
- CART/Captioning - \$83,200

## PROGRAM OFFERINGS

- Associate in Science degree in Court Reporting, Certified Shorthand Reporter (60.0 units)
- Certificate of Achievement in Proofreading (12.0 units)
- Certificate of Achievement in Scopist (24.0 units)
- Certificate of Achievement in CART/Captioning (55 units)
- Certificate of Achievement in Court Reporting, CSR - Ready (64.0 units)

## FALL CORE CLASSES

COUR 100 - Skill Development I (2 units, CSU)  
COUR 110 - Theory of Machine Shorthand (6 units, CSU)  
COUR 120 - Skill Development II (4 units, CSU)  
COUR 140 - Skill Development III (4 units, CSU)  
COUR 160 - Skill Development IV (4 units, CSU)  
COUR 180 - Skill Development V (4 units, CSU)  
COUR 200 - Skill Development VI (4 units, CSU)  
COUR 220 - Skill Development VII (4 units, CSU)  
WE 298B - Occupational Work Experience (1 unit, CSU)  
MEDA 165 - Medical Terminology I (2 units, CSU)

## SPRING CORE CLASSES

COUR 225 Mastery Skill Development VIII (4 units, CSU)  
COUR 283 - CSR/RPR Preparation (1 unit, CSU)  
MEDA 166 - Medical Terminology II (2 units, CSU)

\*All course scheduling is subject to change. Courses are usually available online or at IVC campus. Please check with a counselor to determine your educational plan.

## TO GET STARTED

Course Scheduling [www1.marin.edu/schedule](http://www1.marin.edu/schedule)  
Enrollment Services, Financial Aid and Registration [es.marin.edu](http://es.marin.edu)  
High School student programs and enrollment information [www1.marin.edu/high-school-programs](http://www1.marin.edu/high-school-programs)

## PROGRAM CONTACT

Christine Leung  
CLeung@marin.edu  
(415) 457-8811 x8200

## PROGRAM ONLINE

[academics.marin.edu/program/cour](http://academics.marin.edu/program/cour)

## COUNSELING

(415) 485-9432  
[ss.marin.edu/counseling](http://ss.marin.edu/counseling)

# New Pathway Sheets

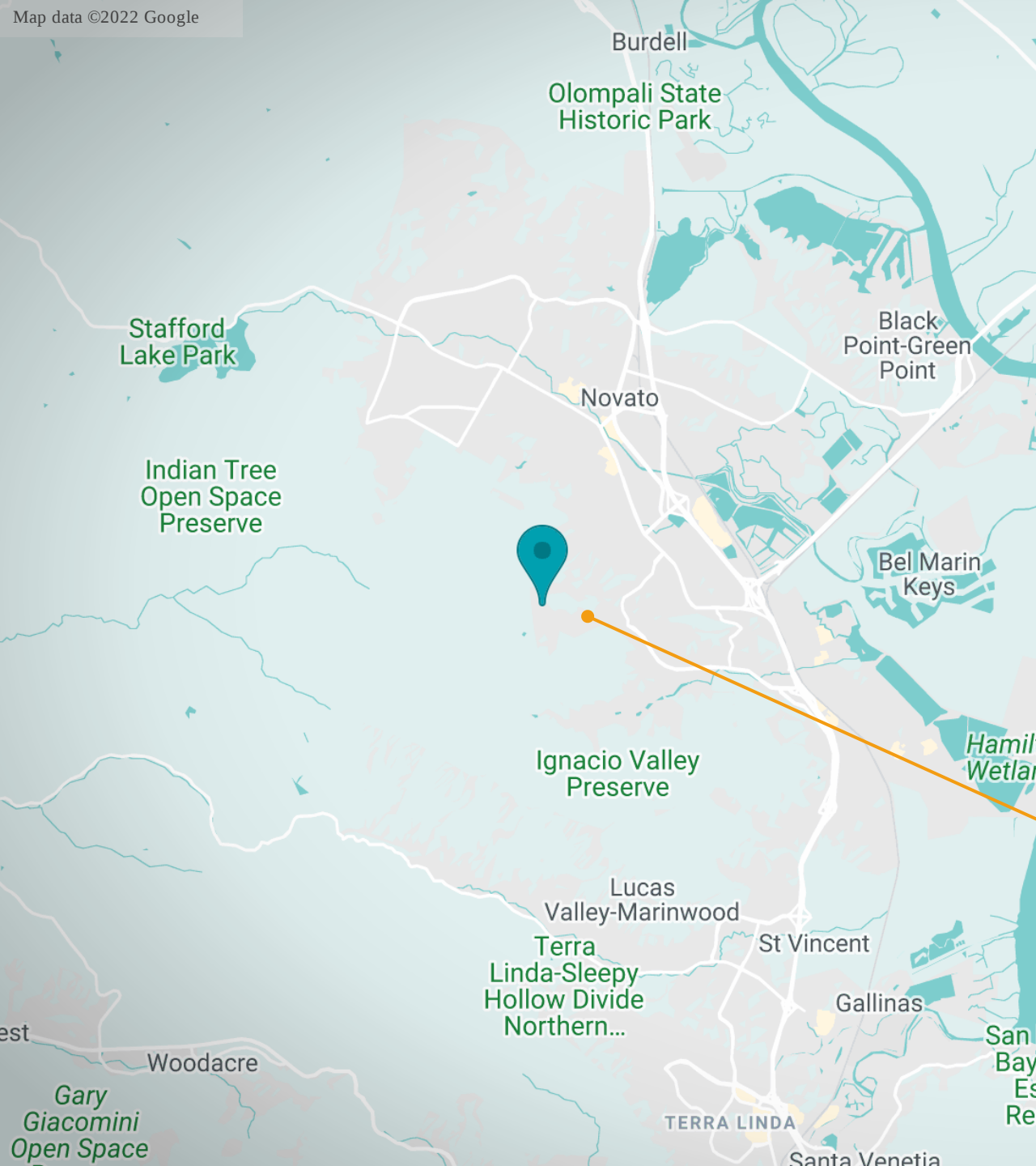
- 1 page
- Careers and Average Income
- Program Offerings
- Core Classes
- Resources to get started
- Contact info.
- Program Landing Page

Summary/Wrap-up

Thoughts? **Questions?**

NEXT STEPS





# Thank You!

1800 Ignacio Boulevard Novato, CA 94949

@ Heather Rahman; hrahman@marin.edu

@ Alina Varona; arvarona@marin.edu

@ Christine Leung; cleung@marin.edu

☎ 415-457-8811 x8200

**College of Marin, Indian Valley Campus**



**S O C R A**

Sacramento Official Court Reporters Association

*We're hiring!*

**The Sacramento  
Superior Court is hiring  
court reporters now.**

**Interested?** Contact SOCRA for more info.

916-716-1246 | [SacramentoOfficialCSRs@outlook.com](mailto:SacramentoOfficialCSRs@outlook.com)





## Countless County Benefits

**Vacation:** Option to negotiate a bank of vacation upon start date! Earn 2 weeks annually and accrue time according to years of service.

**Holidays:** 13½ holidays and 2 floating holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per biweekly pay period, equivalent to 15 days per year.

**Parental Leave:** Employees with at least 1 year of service are eligible upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employees' Retirement System (SCERS) and Social Security.

**Group Health Insurance:** Individual health plan 100% paid by employer.

**Dental & Vision Services Plan:** At no cost to employee and dependent.

**Life Insurance:** At no cost to employee, with additional life insurance options available at employee's cost.

**Medical and Childcare Flexible Spending Accounts:** Deduct pretax dollars for future medical expenses and/or child care expenses.

**Deferred Compensation:** A program provided by the court.

**Tuition Reimbursement:** The Court reimburses up to \$2,400 of an employee's educational expenses as outlined in its policy.

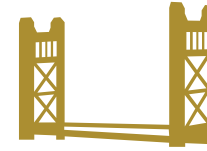
**Long-Term Disability :** At no cost to employee.

**Transit Subsidy:** For eligible employees based on current policy.

**Interested? Contact SOCRA for more info.**

916-716-1246 | [SacramentoOfficialCSRs@outlook.com](mailto:SacramentoOfficialCSRs@outlook.com)

*This job announcement is provided by SOCRA.*



**S O C R A**

Sacramento Official Court Reporters Association

*We're hiring*

## Court Reporters Now!

Work for Sacramento County Superior Court and be amongst the highest paid court reporters in California— Become a part of this wonderful family of great employees!

**Base Salary: \$92k–\$123k**

*Plus transcript income-earning potential*

# COURT REPORTER



## THE SUPERIOR COURT OF CALIFORNIA, CONTRA COSTA COUNTY IS HIRING!

### APPLY NOW FOR COURT REPORTER

Full announcement and application  
available at link below:

[www.governmentjobs.com/careers/contracostacourts](http://www.governmentjobs.com/careers/contracostacourts)

Annual Salary Range:

**\$100,532 -**

**\$116,378**

Plus differentials up to 13%

# SANTA CRUZ SUPERIOR COURT



## **APPLICATION MATERIALS**

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment>. For additional information please email the court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or to the following address:

Superior Court of California,  
County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, CA 95060

## **Selection**

Only those candidates who submit a completed application packet (application and resume) by **5 p.m. on June 17, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The court reserves the right to use other screening methods for this recruitment as appropriate.

## **Job Recruitment**

### **Court Reporter**

#### **About the Position**

The Superior Court of California, County of Santa Cruz is seeking highly qualified candidates to create an eligibility list for filling future vacancies for Court Reporter at its Santa Cruz and/or Watsonville Court-house locations.

Under direction from the Lead Court Reporter and also the Court Services Coordinator, Court Reporters report and transcribe verbatim accounts of court proceedings and perform other duties as required. The Court Reporter classification is represented by the general court bargaining unit and is non-exempt from the Fair Labor Standards Act.

## Requirements

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the abilities would be:

**Certification/Registration:** Possess and maintain a valid certificate as a Certified Shorthand Reporter or Certified Court Reporter, issued by the current licensing body. Candidates must be certified in California at the time of hire.

**Background Investigation:** Fingerprinting is required.

**COVID-19 Vaccination Requirements:** Applicants must be fully vaccinated against COVID-19 as defined by the Center for Disease Control or have a valid medical or religious exemption approved by the Court's Human Resources Division.

Individuals must be capable of performing the essential functions of the job and must be able and willing to adapt to the working conditions as specified below.

## Representative Duties

1. Record verbatim testimony and court proceedings using stenographic equipment;
2. Request clarification of instructions, orders or other actions to properly note the official record;
3. Prepare and read back all or portions of the official court proceedings upon instruction from the judge;
4. Prioritize request for transcripts, in order to meet legal deadlines;
5. Prepare printed and/or magnetic media transcripts using computer-aided transcription software;
6. Review and certify printed transcripts of court proceedings;
7. Maintain a variety of electronic and paper files;
8. Prepare daily transcripts; explain procedures for obtaining transcripts; and may use real-time capabilities for hearing impaired litigants or jurors.

## Knowledge of

This classification requires a thorough knowledge of the following principles and practices:

- Grammar, vocabulary, spelling, and punctuation; and
- Legal, medical, and computer terminology.

## Some knowledge of:

- Business law;
- Administration of Justice;



## About the Court

The Superior Court of Santa Cruz County's mission is to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, one commissioner, and approximately 130 staff, with an annual budget of approximately 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

## About Santa Cruz

Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The two largest cities in the County are Santa Cruz (population 64,522) and Watsonville (population 53,800). Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with many cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, mountain biking, surfing) provide a wealth of leisure activities.



- California law; and
- Rules of Court, as they apply to the duties of the official court reporter.

### **Essential Functions and Abilities**

Specific tasks and duties may vary between assignments, however, the following are considered essential functions and abilities expected of the Court Reporter classification:

- Take shorthand on stenographic machines for extended periods of time with a high degree of accuracy;
- Discern and accurately record testimony and proceedings in a noisy environment with multiple distractions, requiring focus and concentration;
- Perform repetitive work requiring finger dexterity for extended periods of time;
- Understand and follow verbal and written instructions;
- Speak clearly and loudly to read back testimony;
- Prioritize work;
- Establish and maintain cooperative and effective working relationships with those contacted in the course of business;
- Sit for long periods of time without a break; and
- Lift and move boxes of supplies and reporting equipment weighing up to twenty pounds.

### **Working Conditions**

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required.

### **Selection**

Only those candidates who submit a completed application packet (application and resume) by **5 p.m. on June 17, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The Court reserves the right to use other screening methods for the purposes of this recruitment as appropriate.



## **Compensation and Benefits**

The position of Court Reporter is classified as represented hourly employment and is compensated according to the following hourly pay range:

**\$48.86 - \$54.97/Hourly**

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

## **Application Materials**

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment> (by clicking the link for “Employment”). For additional information please email the Court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or mailed to the following address:

Superior Court of California, County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA BENEFITS



## RETIREMENT: CCERA AND 457 (B)

CCERA/PEPRA rules determine the specific retirement tier for an employee. Separately, the Court contributes \$150 per month to each employee's 457 (b) plan provided employee contributes minimum of \$25 per month.

## HEALTH INSURANCE

The Court pays for 100% of our lowest medical premium plans. The Court pays 100% of dental and vision for employee and qualifying family members.

## LIFE INSURANCE

The Court pays the premium for \$10,000 of coverage for Life and Accidental Death and Dismemberment insurance.

## VACATION

Employees accrue 4.62 hours of vacation hours each pay period (120 hours or 3 weeks per year). Accrual amounts increase with years of service starting at year six.

## HOLIDAYS

Court employees enjoy thirteen (13) fixed, paid holidays and twenty-four (24) hours (pro-rated upon hire date) personal floating holiday annually each calendar year.

## PROFESSIONAL DEVELOPMENT

Per year, every Court Reporter will be entitled to use the allowable annual limit of \$1,250.

## DIFFERENTIAL INCOME-EARNING POTENTIAL

Base salary with differential annual salary:  
CRR - \$128,016 | RPR - \$125,106 | Basic  
Readability - \$122,197