



SUPERIOR COURT OF CALIFORNIA,
COUNTY OF LASSEN IS NOW
ACCEPTING APPLICATIONS FOR:

Court Reporter I

Full Time

\$32.36 - \$39.31 per hour DOE

Or

Court Reporter II

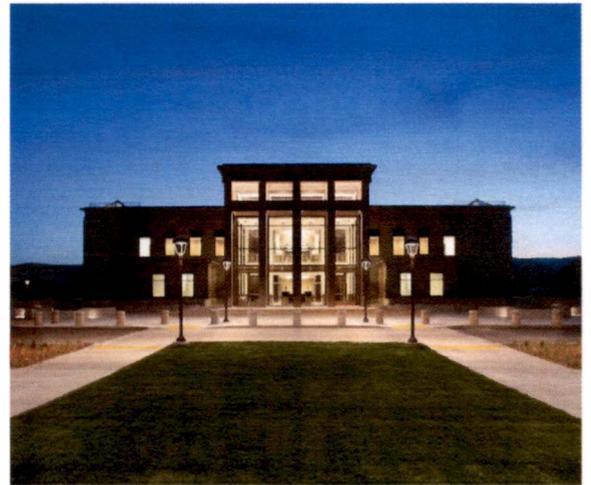
Full Time

\$35.66-\$43.35 per hour DOE

***Signing Bonus for 2-Year Commitment**

**Application Deadline:
Continuous Until Filled**

[APPLY HERE](#)



CAREER OPPORTUNITY:

The Superior Court of California, County of Lassen is now accepting applications for a full-time Court Reporter I/II.

The Court Reporter will report to the Court Executive Officer and will perform a variety of functions independently under the general direction of the CEO. Incumbents in this two-level class series record and transcribe verbatim stenographic accounts of official court proceedings.

Court Reporter I is the entry level classification of this series. This class is distinguished from Court Reporter II classification in that the latter is experienced and responsible for lead work, including court calendar monitoring and coordinating work of contract court reporters.

Court Reporter II is the journey level classification of this series. Employees in this classification are experienced court reporters performing routine and complex court reporting work, including real time reporting. Incumbents in this classification are responsible for monitoring court calendars, anticipating court reporter needs and coordinating work of court reporters. Incumbents in this classification receive only occasional instruction and assistance as new or unusual situations arise and are fully competent and knowledgeable of court procedures.

A successful candidate must have the ability to record and certify verbatim testimony of court proceedings using stenographic equipment pursuant to law and as direct by Judicial officers and the CEO, ask for judicial clarification of instructions, orders, or other actions to properly report the official record, read back all, or portions of, official court proceedings upon instruction from the judge, record in real-time testimony of court proceedings using stenographic equipment when requested by the court, prepare printed or magnetic media transcripts, review and certify printed transcripts of court proceedings in a timely manner and as required by law, maintain a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible, prepare daily transcripts as needed, provides transcripts of proceedings on request of parties or by order of the court, and review calendars and work with contract reporters to ensure all court departments have daily court reporter coverage.

OUR MISSION:

The Lassen Superior Court shall resolve disputes arising under the law and shall apply the rule of law in a fair, equal, and consistent manner in its role to uphold justice and protect the rights and liberties of its citizens. The employees of the court shall endeavor at all times to provide service in an efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer-oriented services to ensure equal and fair access to justice. All persons shall be treated with respect and dignity in a safe and secure environment.



LASSEN COUNTY

The County of Lassen (population of approximately 30,348) was incorporated in 1864 following the conclusion of the two-day conflict known as the “Sagebrush War” that began in February of 1863. In the 1880s several small towns began to pop up in support of miners hailing to California in search of the glory of the Gold Rush. The county includes the cities of Susanville, Westwood, Herlong, and Bieber among others, and offers tremendous opportunities for recreational adventures boasting more than 122 lakes and several hiking trails. With a portion of Lassen National Park being located in the western corner of the county there are endless ways to enjoy the outdoors and plenty of land for rural life to flourish.

ABOUT THE COURT AND LASSEN COUNTY

The Court has two judges and one commissioner and operates in the Hall of Justice, which was constructed between 2011 to 2012. The Hall of Justice was opened to the public in May of 2012. The Court is one of 58 subdivisions of the California trial courts and sits at the Lassen County seat of government in the City of Susanville. The Court employs approximately 30 staff including full-time, part-time and contract workers. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. For additional information about the Court, visit the Court website at [The Superior Court of California, County Of Lassen](http://www.court.ca.gov/countyoflassen).



APPLICATION PROCESS

Applicants may apply [online](#) or by submitting a [hard copy employment application](#) the Administrative Department at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

Superior Court of California County of Lassen

*Attention: Administrative Department
2610 Riverside Drive
Susanville, CA 96130*

SELECTION PROCESS

The selection process is confidential. Applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will only interview the candidates that best meet the needs of the Court. Successful candidates may be asked to return for a second interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance.

**Application Deadline:
Continuous Until Filled**

The Superior Court of California, County of Lassen is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Administrative Department upon submittal of the application. Medical disability verification may be required prior to accommodation.

BENEFITS

Real Time Certified Incumbents receive a 2% pay differential based on respective hourly rate.

Leave Accruals

Sick: 15 sick days per year with no cap on accumulation.

Vacation: 12 days first year of employment with up to 20 days per year based upon length of service.

Holidays: 14 paid holidays per year and 4 personal holidays.

MINIMUM QUALIFICATIONS:

- An educational level equivalent to a high school diploma or GED.
- Knowledge of principles and practices of court reporting, transcript preparation, and legal, medical, and technological terminology.
- Ability to utilize a computer and steno machine, type 200 words per minute accurately, and prepare a verbatim record of court proceedings.
- Court Reporter II: All the above, with at least four (4) years progressively responsible work experience in the classification of Court Reporter I with Lassen Superior court, OR five (5) years progressively responsible work experience as a court reporter in a California Trial court. Must also have the ability to effectively monitor court calendars and schedule court reporters, perform more difficult and complex court reporting work, and perform real-time court reporting.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Certification from the State of California as a Certified Shorthand Reporter.
- Possession of a valid Class C California's driver's license.

[APPLY HERE](#)