

**BENTON/FRANKLIN COUNTIES SUPERIOR COURT
POSITION ANNOUNCEMENT**

TITLE: OFFICIAL COURT REPORTER

REPORTS TO: SUPERIOR COURT JUDGES & COURT ADMINISTRATOR

STARTING SALARY: \$4,147.00 PER MONTH PLUS BENEFITS & TRANSCRIPTS

NON-BARGAINING: Grade 14 (At-Will Position – FLSA Non-Exempt)

CLOSING DATE: OPEN UNTIL FILLED

SUMMARY DESCRIPTION:

The Official Court Reporter works independently and responsibly to ensure accurate and expedient transcript production using computer-aided transcription as required. All transcript deadlines, billings, orders, mailing, or any other transcript-related areas are the sole responsibility of the court reporter. Performs secretarial and clerical support activities as required. The court reporter is required to provide their own computer, court reporting equipment and software.

STATUTORY RESPONSIBILITIES (RCW 2.32.200):

It shall be the duty of each Official Reporter appointed under RCW 2.32.180 through 2.32.310 to attend every term of the superior court in the county or judicial District for which he or she is appointed, at such times as the judge presiding may direct; and upon the trial of any cause in any court, if either party to the suit or action, or his attorney, request the services of the official reporter, the presiding judge shall grant such request, or upon his own motion such presiding judge may order a full report of the testimony, exceptions taken, and all other oral proceedings; in which case the official reporter shall cause accurate shorthand notes of the oral testimony, exceptions taken, and other oral proceedings had, to be taken, except when the judge and attorneys dispense with his or her services with respect to any portion of the proceedings therein, which notes shall be filed in the office of the clerk of the superior court where such trial is had.

OTHER RESPONSIBILITIES

Other duties include typing letters, dictation, jury instructions and Memorandum Decisions for the Judges, as well as any other duties required by the Judges to aid in the flow of court proceedings and court-related business. Occasionally, there may be some work requested by the Court Administrator as well, which shall be done by the

Official Reporter during office hours. Transcription of cases is to be performed during the evenings and weekends, or at the office when court is not in session.

CONDUCT EXPECTATION:

Due to the Superior Court's role in providing justice and upholding the rule of law, employees of the Superior Court are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Court.

MINIMUM QUALIFICATIONS:

A minimum of two years courtroom experience and NCRA RPR certificate required (uncertified will be considered on the condition that they achieve certified status within (6) months of hire). In-state applicants must possess a valid Washington State Court Reporter's license (CCR). Out-of-State applicants must obtain a Washington State License (CCR) within six months of employment and hold current comparable licensing in state of residence. Real-time reporting capabilities desired. Or, any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

TEXT FOR PRINT ADVERTISEMENTS

Official Court Reporter. Benton and Franklin Counties Superior Court, Washington. \$49,764 - \$64,584 plus transcripts and benefits. NCRA RPR certified or within 6 mos. of hire date, Washington State CCR certification or if out-of-state, applicants must obtain a Washington State License (CCR) within six months of employment and hold current comparable licensing in state of residence, Realtime capability desirable, minimum two years courtroom experience required; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. County application, resume, and references available at www.co.benton.wa.us . Questions - contact Superior Court Administrator (509) 736-3070 ext. 3318. Open until filled. Equal Opportunity / Affirmative Action Employer.