

## Lewis County Superior Court **Official Court Reporter**

Closing: 5:00 p.m., June 13, 2014

An Official Court Reporter position in Lewis County Superior Court, responsible to attend, report and protect the legal record of court proceedings. The reporters must possess a high degree of medical, legal and technical knowledge in order to accurately capture and transcribe complex testimony presented in court proceedings. Through the use of sophisticated computer equipment and software, the “realtime” reporter is able to supply a simultaneous translation of computerized stenographic keystrokes into written word and immediate display on computer monitors.

Minimum qualifications include: Washington State Certified Shorthand Reporter License in compliance with RCW 2.32.180 and WAC 308-14-085 and 308-14-130, Washington State Department of Licensing. Minimum of two years or successful completion of National Court Reporting Association Accredited School. At least 5 years experience in Court Reporting field. Computer Aided Transcription (CAT) required. Basic knowledge of courtroom proceedings, grammar, punctuation and vocabulary in various fields such as law, medicine, engineering, chemistry, etc. Ability to read, comprehend and follow related court rules and State laws. Computer aided transcription required and realtime capability using Case Catalyst is not required, but preferred.

Salary range is \$48,432.00 - \$65,136.00 annual.

Application packets may be obtained between the hours of 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm Monday – Friday from Lewis County Superior Court, 345 W. Main, 4<sup>th</sup> Floor, Chehalis, WA 98532. Applications must be received by the Lewis County Superior Court by 5:00 p.m., Friday, June 13, 2014. Any applications received in person, or by mail, after the above closing date and time will not be considered. To request an application packet to be mailed, or for ADA accommodation, call (360) 740-1333, ext 3. Applications also available at Lewis County website: [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs)

Lewis County is an equal opportunity employer.