



SNOHOMISH COUNTY
invites applications for the position of:

Court Reporter

SALARY:	\$35.52 - \$50.19 Hourly \$6,156.18 - \$8,699.63 Monthly \$73,874.16 - \$104,395.56 Annually
OPENING DATE:	06/30/22
CLOSING DATE:	08/31/22 11:59 PM
DESCRIPTION:	

Effective June 30, 2022, Snohomish County Superior Court opens its recruitment for new two court reporters.

As a Court Reporter for Snohomish County Superior Court, you'll be working directly for a Superior Court judge to make a stenographic record of all court proceedings which may include technical, scientific, and industry-specific terminology. Realtime is provided to the judge on all hearings and trial. Washington State licensure as a court reporter is required.

To thrive in this role, you must have court reporter training. Professional demeanor, discretion, tact, and confidentiality are essential skills for success.

Annual salary is \$73,874 to \$104,395 depending on experience. Court reporters may perform transcript preparation for additional income.

As a county employee, Court Reporters have medical, dental, vision, and life insurance, as well as Public Employee Retirement (PERS) matching contributions. Court reporters have generous paid time off (25 days for your first year, increasing to 40 days at four years) and 11 annual holidays.

To apply for a Court Reporter position at Snohomish County Superior Court, please send your resume to supcourtrecruiting@snoco.org

Covid-19 Vaccination Requirement:

Employees hired into this position are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Stenographically records court proceedings, hearings and conferences.

2. Prepares verbatim transcripts of court and other proceedings; reads back portions of the transcribed record on order of the court.
3. Indexes and files electronic notes of all court proceedings with the Snohomish County Clerk's Office.
4. May receive and direct incoming court-related telephone calls, takes messages, determines needs, answers questions, and furnishes information as appropriate.
5. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Three (3) years' experience as a skilled, practical reporter; OR, ability to take and transcribe accurately 175 words per minute of the judges charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180). Washington Court Reporter License required upon assuming position.

PREFERRED QUALIFICATIONS

Certifications from the National Court Report's Association are preferred.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- uncommon or non-English words and phrases

Ability to:

- understand and write legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- report court or other proceedings verbatim with speed and accuracy using machine shorthand techniques
- transcribe stenographic material into typewritten copy with speed and accuracy
- understand and correctly spell difficult terminology
- operate standard office equipment including telephones, typewriters and video terminals
- work under pressure
- concentrate
- understand and execute written and oral instructions

SUPERVISION

Court Reporters are responsible to the judge in whose court verbatim records are made. Additional supervision is received from the designated Superior Court administrator and/or lead court reporter as assigned. The employee plans and carries out assignments on their own initiative. The work is reviewed through scrutiny of records by judges, attorneys, and litigants.

WORKING CONDITIONS

The work is performed in the usual office environment and a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2022-SSC-5012
COURT REPORTER
JW

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Human.Resources@snoco.org
