



THURSTON COUNTY
invites applications for the position of:

Official Court Reporter

SALARY: \$7,349.00 - \$7,349.00 Monthly

OPENING DATE: 02/07/22

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

Please note: This recruitment has been updated to remove the vaccination requirements. If you have submitted your application for this recruitment, your application is being considered and there is no need to reapply.

****NOTE:** This employment opportunity has been reopened and will remain open until filled. Thurston County Superior Court reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible. **

Thurston County Superior Court Official Court Reporters are appointed employees of the Court and are 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.

Essential functions may include but are not limited to:

- Attends and reports court proceedings verbatim utilizing "realtime" capability and equipment. Prepares draft transcripts for the judge's review. Prepares and certifies Verbatim Reports of Proceedings as requested by counsel or the court.
- Conducts extensive research to maintain and expand computer dictionary for use as part of "realtime" court reporting equipment.
- Indexes court notes and files them with the County Clerk. Maintenance and indexing of computerized files for storage by reporter.
- Keeps daily log of all proceedings, including case number, appearances and type of proceeding to ensure cross-reference to electronic records.
- On occasion, transcribes oral decisions and other proceedings as requested by the Judge.
- Transcribes court proceedings for counsel or parties at expense of counsel and parties.
- Performs other duties assigned by the judge, such as providing realtime accommodations.

QUALIFICATIONS:

- 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.
- Compliance with WAC 308-14-085 and 308-14-130, Washington State Department of Licensing. Washington State Certification in compliance with statutory requirements of RCW 2.32.180, being "able to report and transcribe accurately 175 words per minute of

the judge's charge or 200 words per minute of testimony each for five consecutive minutes."

- Current Washington State Drivers License may be required.
- Incumbent is required to own his/her computer aided transcription with real time capability using software Case Catalyst.

DESIRED SKILLS:

- Certified by the National Court Reporters Association as a Registered Professional Reporter (RPR), a Registered Merit Reporter (RMR), Registered Diplomate Reporter (RDR), and/or Certified Realtime Reporter (CRR)

OTHER POSITION RELATED INFORMATION:

Questions about this position?

Please contact: Tonya Moore, Court Operations Manager, 360-754-4405

This position is:

- Not represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background investigation

Items required for consideration:

- Application
- Resume
- Supplemental Questions

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #06R01574
OFFICIAL COURT REPORTER
TM

Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Official Court Reporter Supplemental Questionnaire

* 1. Have you ever been convicted of a crime?

- ☐ Yes
☐ No

* 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision

of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

☐ Yes ☐ No

- * 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

☐ Yes ☐ No

- * 4. Do you have any civil adjudicative proceedings or criminal charges pending?

☐ Yes ☐ No

- * 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL the questions above, please type N/A.

- * 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

☐ YES

☐ NO

- * Required Question