

Thurston County Superior Court

Court Reporter

Olympia, WA, United States

The salary for this position is \$7,718 monthly.

To Apply:

Please visit the County website to apply: https://fa-etsa-saasfaprod1.f.a.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions/prview/80

Thurston County Superior Court is recruiting for a **Court Reporter**.

Official Court Reporters 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 Job Functions:

- Attends and reports court proceedings verbatim utilizing "realtime" capability and equipment. Prepares draft transcripts and/or diskettes 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 as assigned by the Judge.

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 Shorthand Reporters Association at minimum of 225 wpm.
- Certified as a Registered Professional Reporter (RPR), Registered Merit Reporter (RMR), and/or Certified Realtime Reporter (CRR) is desirable.

What we offer our employees:

- **Work-Life Balance:** We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle.
- **Plan For Your Future:** As a member of our team, you will enjoy great employee benefits, including a retirement plan, pre-tax savings accounts, as well as comprehensive health care and dental/vision care for you and your family. Please visit [Thurston County Employee Benefit Plans](#) for more information.
- **Paid Leave:** Full-time regular employees earn paid vacation in addition to paid [holidays](#).
- **Robust Training Program:** Employees are encouraged to attend County paid training to help them further their career, learn new skill sets, and stay on top of emerging trends in our industry. We also encourage our staff to participate in professional organizations and attend conferences.
- **Flexible Work Schedules:** Some of the options that employees may take advantage of including alternative or compressed schedules and/or remote working.
- **Deferred Compensation:** The County offers 3 voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan.
- **Flexible Spending Account (FSA):** Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses with pre-tax dollars.
- **Public Service Loan Forgiveness:** This is a federal program which allows full-time public service employees who have made 120 qualifying payments for certain loans, to get their student loans repaid. [Public Service Loan Forgiveness Program](#)

This position is:

- NOT represented by a Union
- Eligible for benefits
- Contingent upon passing a background check

Items requested for consideration:

- Application
- Resume
- Letter of Interest

Information in this announcement is subject to change without notice at any time during the length of the job advertisement.

Thurston County values the diversity of the people it hires and serves. Inclusion to us means fostering a workplace in which individual differences are recognized, appreciated, and responded to in ways that fully develop and utilize each person's talents and strengths. We are dedicated to recruiting and developing a talented workforce from various cultures, lifestyles, backgrounds, and perspectives who are committed to our vision and core values. [Thurston County Racial Equity and Inclusion Webpage](#)