



## Spokane County Official Court Reporter

<b>SALARY</b>	\$40.73 Hourly \$6,618.60 Monthly \$79,423.25 Annually	<b>LOCATION</b>	WA 99260, WA
<b>JOB TYPE</b>	Regular	<b>JOB NUMBER</b>	25-00014
<b>DEPARTMENT</b>	Superior Court	<b>OPENING DATE</b>	01/07/2025
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt

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### Job Summary

*This is 37.5 hours per week onsite position.*

The position allocated to this class performs highly skilled stenographic verbatim reporting, preservation, and/or transcription of court proceedings. The incumbent is responsible for taking verbatim records of court or other judicial proceedings and for preparing transcripts when requested or required. Work may require serving as a judicial secretary to a Superior Court Judge. Must be able to index, maintain and transcribe these court records for the courts, attorneys and litigants upon request. In the case of private requests, it is the court reporter's responsibility to establish and implement the format used in the transcription of the verbatim records. This classification is confidential in nature; incumbents are considered at-will, serving at the pleasure of the Court. Incumbents are expected to maintain a close working relationship with the judge to whom they are assigned.

**NOTES: Official Court Reporters are entitled to the same paid six weeks off as the Judge they are employed by. Certified Shorthand Reporter license required. Certification referenced in RCW 18.145.080 required. Registered Professional Reporter certification preferred. Real-time experience preferred.**

*TOTAL COMPENSATION: \$101,661 annually. Total compensation is an **estimate** based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.*

### Examples of Duties

- Reports, transcribes and preserves a verbatim stenographic machine or computer-aided record of court proceedings, hearings and conferences.

- Indexes and files notes and transcripts; locates and reads back portions of the record upon request.
- Efficiently and expeditiously produces transcripts; maintains control and custody of verbatim notes; prepares and maintains a detailed index of notes and files such with the Superior Court Clerk, in accordance with local and State rules.
- Coordinates with attorneys, Court of Appeals and the Supreme Court in meeting mandatory transcript deadlines and timely filing of transcripts, pursuant to the Rules of Appellate Procedure.
- Assists with the management of the judicial department, including aiding in maintaining order, decorum and acceptable behavior in the courtroom. Effectively handles hostile or volatile individuals or crisis situations.
- Receives and directs incoming court-related phone calls, takes messages, determines needs, answers questions, and furnishes information as appropriate.
- Transcribes oral and memorandum opinions of the court; prepares court correspondence; proofreads opinions and decisions at the direction of the judge.
- Assists the court clerk in marking exhibits and administering oath to witnesses.
- Works as a team with the Judge and Judicial Assistant, as well as assisting other judicial departments when coverage is needed.
- Provides Realtime reporting to the Judge by providing an unedited, electronic version of the verbatim records as it is being taken during the court proceedings.
- Performs other related duties as required/assigned.

## Minimum Requirements

- Per RCW 2.32.180: Three (3) years' experience as a skilled, practical reporter, or who upon examination shall be able to report and transcribe accurately 200wpm of two-voice testimony for five (5) consecutive minutes, OR pass a national test approved by the WA State Department of Licensing. Also see WAC 308-14-085.
- Certified Court Reporter (CCR) or Certified Shorthand Reporter (CSR) license required at time of hire and maintained throughout employment.
- Certification requirements outlined in RCW 18.145.080 must be maintained throughout employment, including maintaining annual certification with the WA State Department of Licensing.
- Preferred qualifications:
  1. Post-secondary education, preferably graduation from an accredited court reporter course with an emphasis on English, law, medical terminology and phonetics.
  2. Registered Professional Reporter (RPR) certification.
  3. Realtime experience.

## Selection Factors

- Knowledge of English grammar, punctuation and vocabulary
- Knowledge of legal, medical, and other technical terminology.
- Knowledge of courtroom practices and procedures.
- Skilled in the use of standard office equipment, including telephones, computers, printers, copy machines, as well as proficient knowledge to operate and troubleshoot court reporting equipment, machines and software.
- Ability to read, comprehend and follow court rules and State laws related to the work.
- Ability to maintain records and files of stenographic notes, computer-aided notes, and verbatim transcripts.
- Ability to accurately hear and transcribe a variety of voice modulations under stressful situations and concentrate on what is being said regardless of physical surroundings.
- Ability to sit and maintain uninterrupted concentration for a minimum of two (2) hours at a time.
- Ability to report to work before or after regular court hours, as required.
- Ability to provide and maintain court reporting equipment, writers, software, laptops, etc.

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### Employer

Spokane County

### Address

824 N Adams

Spokane, Washington, 99260

**Phone**

509-477-5750

**Website**<http://www.spokanecounty.org/employment>**Official Court Reporter Supplemental Questionnaire****\*QUESTION 1**

Do you possess a Certified Shorthand Reporter or Certified Court Reporter license?

- ☐ Yes
- ☐ No

**\*QUESTION 2**

Do you meet the following requirements as referenced in RCW 2.32.180? Three years experience as a skilled, practical reporter, or who upon examination shall be able to report and transcribe accurately (200) wpm of two-voice testimony for five consecutive minutes OR pass a national test which is approved by the state licensing department. Also see WAC 308-14-085.

- ☐ Yes
- ☐ No

**\*QUESTION 3**

Do you have Registered Professional Reporter Certification? (preferred, but not required)

- ☐ Yes
- ☐ No

**\*QUESTION 4**

Do you have Real-Time experience? (preferred, but not required)

- ☐ Yes
- ☐ No

\* Required Question