

Pierce County
Registered Court Reporter - Superior Court

SALARY	\$55.58 Hourly	LOCATION	Tacoma, WA
JOB TYPE	Career Service - Full Time	JOB NUMBER	Registered Court Reporter
DEPARTMENT	Superior Court	DIVISION	Superior Court
OPENING DATE	11/27/2024		

Description



This is a full-time position that works 35 hours per week.

To be considered, you must be a Certified Court Reporter as tested and qualified under WAC 308-14-085.

Position Summary

Why It's a Great Opportunity:

Pierce County Superior Court is looking for highly qualified, professional, and committed team players for full-time Court Reporters. In this position you will attend and take the official record throughout Superior Court. You will work as a team with the judge and the judicial assistant as well as assist other judicial departments when coverage is needed. Our current openings are with Department 7, 10 and 15.

Why It's a Great Department:

The team consists of 23 elected Judges, 10 appointed Commissioners, 46 Judicial Department Staff Members, a Court Administrator, Deputy Court Administrator, and 34 administrative staff members. Together we work to do our best to provide an open and accessible Superior Court for our Pierce County Community.

Learn more about us at [Superior Court | Pierce County, WA - Official Website \(piercecountywa.gov\)](https://www.piercecountywa.gov).

How to be Successful in the Role:

Your success will be found in providing court reporting services in court which require independent judgment within policy guidelines, and considerable knowledge of legal terminology, processes, and procedures.

You will report directly to a Superior Court Judge and will be responsible for creating the official record of all sessions of Superior Court as directed by the Judge, which includes, but is not limited to the following: Pretrial hearings, impaneling of the jury, opening statements, testimony, closing arguments, exceptions to jury instructions, jury instructions, post-trial hearings, and sentencing hearings.

You will also be responsible for providing Realtime (preferred, not required) to the Court, producing efficient and expeditious productions of transcripts and maintaining control and custody of stenographic notes. You will also prepare and maintain detailed chronological logs with applicable Superior Court rules and the timely securing and indexing of stenographic notes in accordance with the Superior Court Clerk's Office.

Your Future in this Role:

Throughout the onboarding process you will meet with the team regularly to discuss expectations, set goals, identify priorities, gain familiarity with current policies, procedures, and strategic measures. Pierce County offers professional development through the Leadership Certification program, robust online learning, and other training opportunities throughout your career to ensure your success.

[A classification description with a more detailed list of essential functions can be found here.](#)

Qualifications

Minimum Qualifications:

- Must be a Certified Court Reporters as tested and qualified under WAC 308-14-085 **and**
- Maintain certification on a yearly basis with the Department of Licensing.

Preferred Requirements:

- Certified as a Registered Professional Reporter (RPR)

As a condition of employment, the applicant will need to authorize and complete a background check. Information received from the background check is reviewed case-by-case and will not necessarily remove an applicant from consideration.

Compensation for this position is \$53.44 per hour.

Supplemental Information

To be considered for this opportunity please:

- Complete and submit a detailed online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- If you have a question about this opportunity, please email the Recruitment Team at PCHRRRecruit@piercecountywa.gov and specify the Job Number and Title.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.

- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 2 to 3 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include assessments, phone screen, and interviews.

At Pierce County, diversity, equity, and inclusion means commitment, not a single step. We strive to foster an inclusive environment that supports equitable access to opportunities throughout your career. We want to recruit, develop, and maintain a talented workforce from various backgrounds, cultures, lifestyles, and perspectives, committed to our vision. Employees of the County have local, direct, and visible impact in our diverse community. Will you join us in keeping Pierce County a great place people choose to live, work, play, and are proud to call home?

We are unable to sponsor or take over sponsorship of an employment visa at this time.

Employer

Pierce County

Address

Pierce County Human Resources
2401 S 35th St, Rm 121
Tacoma, Washington, 98409

Phone

(253) 798-7480

For Sheriff's Department positions: 253-798-6250

Website

<http://www.piercecountywa.gov/jobs>

Registered Court Reporter - Superior Court Supplemental Questionnaire

*QUESTION 1

Are you a Certified Court Reporter as tested and qualified under WAC 308-14-085 ?

- ☐ Yes
☐ No

*QUESTION 2

This position requires a resume and a cover letter to be submitted as an attachment in order to be considered. Did you attach your resume and cover letter to your application?

- ☐ Yes
☐ No

* Required Question