



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Superior Court | Position: Court Reporter

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 22: \$4,036 – \$5,428/mo.

Posting Opens: 2/19/2015

Posting Closes: 3/13/2015 at 4:00 p.m.

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## DEPARTMENT / OFFICE

This is a non-represented position in the office of the Superior Court.

## POSITION SUMMARY

Under general supervision, performs a variety of court reporting duties on behalf of the Lewis County Superior Court; records various types of court proceedings; prepares court transcripts; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

**Lewis County Superior Court**  
**345 W. Main Street, 4th Floor**  
**Chehalis, WA 98532**

*or*

**Human Resource Department RM 023**  
**351 NW North St.**  
**Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received at Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [susie.parker@lewiscountywa.gov](mailto:susie.parker@lewiscountywa.gov).

## MINIMUM REQUIREMENTS

Completion of a State accredited court reporting school; AND four (4) year's court reporting experience.

Washington State CSR License and a Notary Public License are required.

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.



# COURT REPORTER JOB DESCRIPTION

Job Title: Court Reporter

Job Code: SC140

Pay Grade: 22

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

## NATURE OF WORK

Under general supervision, performs a variety of court reporting duties on behalf of the Lewis County Superior Court; records various types of court proceedings; prepares court transcripts; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Produces verbatim records of civil, criminal, and/or juvenile court proceedings.
- Maintains compliance with regulations and standards governing court reporting.
- Prepares and researches court transcripts.
- Provides transcripts as requested by litigants, attorneys, judges, and other interested parties.
- Performs record keeping and/or other duties as assigned by the Judge or Court Administrator.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around courtroom facilities; subject to sitting for extended periods of time, bending, reaching, and light lifting of objects up to 10 pounds.

## EMPLOYMENT STANDARDS:

Completion of a State accredited court reporting school; AND four (4) year's court reporting experience.

Washington State CSR License and a Notary Public License are required.

## KNOWLEDGE AND SKILLS:

### Knowledge of:

- County policies and procedures.
- Court processes and procedures.
- Principles and practices of court reporting.
- Regulations and standards governing court reporting.
- Equipment and computer software relative to court reporting.

**Skills in:**

- Coordinating and performing a variety of highly skilled court reporting functions.
- Accurately recording various types of court proceedings
- Preparing and researching court transcripts.
- Establishing and maintaining effective working relationships with court personnel and the general public.
- Communicating effectively verbally and in writing.

# LEWIS COUNTY APPLICATION FOR EMPLOYMENT

## GENERAL INFORMATION

Available:  F/T  P/T  Temp.

Department: \_\_\_\_\_ Division/Section: \_\_\_\_\_

Name: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

What shifts can you work?  Days  Evenings  Weekends Date Available: \_\_\_\_\_

Are you currently working for Lewis County?  No  Yes Dept.: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Have you ever worked for Lewis County?  No  Yes Dept.: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Do you have any relatives employed by Lewis County?  No  Yes

If yes, indicate: Name Relationship Department  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)

Have you been convicted of a felony or served time in prison during the last seven (7) years?  Yes  No

**If yes, explain each conviction on an attached sheet and include the date, charge, place and action taken.**

Lewis County is mindful of its obligation to employ qualified public servants and its entitlement under law to consider an applicant's conviction record as it relates to job performance. Lewis County is prohibited under law from discriminating solely on the basis of conviction. NOTE: A CONVICTION RECORD WILL NOT DISQUALIFY YOU FOR EMPLOYMENT UNLESS SUCH RECORD WOULD REASONABLY AFFECT YOUR FITNESS FOR THE JOB.

Are you presently using illegal drugs?  Yes  No

**Please Note: Lewis County has a Drug and Alcohol Policy which may require drug screening prior to appointment.**

Are you a United States citizen or otherwise eligible for legal employment in the United States?  Yes  No  
(If employed, proof of identity, citizenship, or legal right to work in the U.S. will be required after hire.)

Have you ever been disciplined or discharged for any of the following:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Failure to give notice when absent, tardiness?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Insubordination, rudeness or inappropriate behavior towards customers or co-workers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Safety violation of any kind?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Fighting, assault or related offenses?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions associated with the position applied for with or without accommodation?  Yes  No

**MILITARY SERVICE**

Have you ever been on active duty in the U.S. Armed Forces?  Yes  No

If yes, please provide:

Branch: \_\_\_\_\_ Entry date: \_\_\_\_\_ Discharge date: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

Occupational specialization: \_\_\_\_\_ Special training received: \_\_\_\_\_

**VETERANS PREFERENCE**

Per RCW 41.04.010, certain Veterans are eligible for Veterans preference.

Do you qualify for this preference?  Yes  No

Have you ever obtained employment in this state through the use of Veterans preference?  Yes  No

Do you claim Veterans preference for this examination?  Yes  No

**Please attach proof of eligibility to claim Veterans preference, including dates of military service.**

**EDUCATION**

High school graduate or GED test passed?  Yes  No

If no, please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

COLLEGE(S): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Major: \_\_\_\_\_

Degree: \_\_\_\_\_

List any other technical or specialized courses you have completed which are applicable to the job for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please start with your **present or last** position.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_ No. of employees you supervised: \_\_\_\_\_

Last or current supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_ No. of employees you supervised: \_\_\_\_\_

Last or current supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

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Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_ No. of employees you supervised: \_\_\_\_\_

Last or current supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

**REFERENCES**

List three persons who are not relatives or former employers who have knowledge of your character and abilities.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**SUMMARY**

Summarize those achievements and experiences which you consider to be important in terms of your qualifications for this work.

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**CERTIFICATION**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Lewis County.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Lewis County is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual preference, veteran status, disability, or medical condition in employment or the provision of services.***

**LEWIS COUNTY is an Equal Opportunity Employer**

**LEWIS COUNTY**  
**Authorization to Release Information**

As an applicant for a position with Lewis County, I hereby authorize any employers or supervisors, educational institutions, personal references and/or other persons to release information about my work and educational history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

You may release or verify the following items:

- Any information requested

**Work History**

- Past employers
- Salary history
- Dates of employment
- Positions held
- Duties and responsibilities
- Performance level
- Reasons for leaving
- Eligibility for rehire

**Educational Institutions**

- Years of attendance
- Degree(s) attained
- Grade point average
- Transcripts

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Release expiration date: \_\_\_\_\_ (To be filled in by hiring office)

## INFORMATION FOR FEDERAL AND STATE REPORTING

It is the policy of Lewis County to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, religion, creed, national origin, sex, age, marital status, disability, disabled veteran or Vietnam-era veteran.

Your cooperation in providing this information is strictly voluntary, but highly encouraged. The information requested will be kept CONFIDENTIAL, maintained separately from your application material, and will be used for statistical purposes only. Your application will be reviewed whether or not you provide this information. Only authorized personnel will have access to this information for legitimate purposes.

**GENDER:**       Male       Female

**ARE YOU 40 YEARS OF AGE OR OLDER?**       Yes       No

**ARE YOU DISABLED?**       Yes       No

For affirmative action purposes, people with disabilities are persons with a permanent, physical, mental or sensory impairment which substantially limits one or more major life activities. Physical, mental or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or function; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

### **WHAT ETHNICITY DO YOU CONSIDER YOURSELF TO BE?**

- Caucasian/White (not Hispanic origin)* – those having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black/African American (not Hispanic origin)* – those having origins in any of the groups of Africa.
- Hispanic* – those of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture regardless of race.
- Asian or Pacific Islanders* – those having origins in any of the original peoples of the Far East, South Asia, Indian Subcontinent or the Pacific Islands.
- American Indian or Alaskan Native* – those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**VETERAN?**       Yes       No      **VIETNAM VETERAN?**       Yes       No

*Vietnam Era Veteran* – Anyone who served on active duty for a period or more than 180 days, any part of which occurred between August 5, 1961 and May 7, 1975 and was discharged or released from duty with other than a dishonorable discharge.

**DISABLED VETERAN?**       Yes       No      **SPOUSE OF DECEASED VETERAN?**       Yes       No

*Disabled Veteran* – Anyone entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**DATE OF DISCHARGE:** \_\_\_\_\_

**Lewis County is an Equal Opportunity Employer**