



Snohomish County Court Reporter

SALARY	\$38.36 - \$54.21 Hourly \$6,648.67 - \$9,395.60 Monthly \$79,784.04 - \$112,747.20 Annually	LOCATION	Everett, WA
JOB TYPE	Full-Time	JOB NUMBER	2024-SSC-5012
DEPARTMENT	Superior Court	DIVISION	Superior Court Operations
OPENING DATE	06/25/2024		

Description

****** A cover letter and resume are required when applying for this position. You will not move forward in the process if you do not submit the required documents. ******

******** First priority will be given to applicants who apply by July 26th, 2024 ********

As a court reporter for Snohomish County Superior Court, you'll be working directly for a Superior Court judge to make a stenographic record of all court proceedings which may include technical, scientific, and industry-specific terminology.

Realtime is provided to the judge on the majority of proceedings. Washington State licensure as a court reporter is required.

To thrive in this role, you must have court reporter training. Professional demeanor, discretion, tact, and confidentiality are essential skills for success.

Annual salary is \$79,784.09 to \$112,747.20 depending on experience. Court reporters may perform transcript preparation for additional income.

As county employees, court reporters have medical, dental, vision, and life insurance, as well as Public Employee Retirement (PERS) matching contributions. Court reporters have generous paid time off (25 days for your first year, increasing to 40 days at four years) and 11 annual holidays.

Job Duties

BASIC FUNCTION

To make verbatim records of court and other proceedings and produce transcripts.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Stenographically records court proceedings, hearings and conferences.

2. Prepares verbatim transcripts of court and other proceedings; reads back portions of the transcribed record on order of the court.
3. Indexes and files electronic notes of all court proceedings with the Snohomish County Clerk's Office.
4. May receive and direct incoming court-related telephone calls, takes messages, determines needs, answers questions, and furnishes information as appropriate.
5. Performs related duties as required.

Minimum Qualifications

Three (3) years' experience as a skilled, practical reporter; OR, ability to take and transcribe accurately 175 words per minute of the judges charge or 200 words per minute of testimony each for five (5) consecutive minutes (RCW 2.32.180). Washington Court Reporter License required.

PREFERRED QUALIFICATIONS

Certifications from the National Court Reporters Association are preferred.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- court reporting practices and procedures
- courtroom practices and procedures
- uncommon or non-English words and phrases

Ability to:

- understand and write legal, medical, scientific, drug, admiralty, automotive, construction, photography, computer, environmental and firearm terminology
- report court or other proceedings verbatim with speed and accuracy using machine shorthand techniques
- transcribe stenographic material into typewritten copy with speed and accuracy
- understand and correctly spell difficult terminology
- operate standard office equipment including telephones, typewriters and video terminals
- work under pressure
- concentrate
- understand and execute written and oral instructions

SUPERVISION

Court Reporters are responsible to the judge in whose court verbatim records are made. Additional supervision is received from the designated Superior Court administrator and/or lead court reporter as assigned. The employee plans and carries out assignments on their own initiative. The work is reviewed through scrutiny of records by judges, attorneys, and litigants.

WORKING CONDITIONS

The work is performed in the usual office environment and a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Agency

Snohomish County

Address

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

Website

<http://www.snohomishcountywa.gov/2553>

Phone

(425) 388-3411

Court Reporter Supplemental Questionnaire

***QUESTION 1**

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes
- No

***QUESTION 2**

Do you currently have three (3) years' experience as a skilled, practical court reporter OR ability to take and transcribe accurately 175 words per minute or 200 words per minute of testimony for five (5) consecutive minutes per RCW 2.32.180?

- Yes
- No

***QUESTION 3**

Do you currently hold a valid Washington Court Reporter License?

- Yes
- No

* Required Question