



# Job Announcement

# Reno Justice Court

1 South Sierra Street, PO Box 30083 Reno Nevada 89520-3083

Phone 775-325-6500 Fax 325-6510

<http://www.co.washoe.nv.us/rjc/rjcemployment.htm>

## **COURT REPORTER**

### **ANNUAL SALARY AND BENEFITS**

**\$42,244.80 – \$57,075.20**

The stated salary range represents entry level to maximum compensation. Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. New employees are typically hired at the bottom of this range. Once hired, salary growth within the job classification is based on performance awards and salary survey increases.

Employee court reporters are not compensated for preparation of court transcripts.

Reno Justice Court offers a comprehensive benefits package including 100% employer paid health insurance for the employee and 50% payment for dependents, paid retirement into the Public Employee Retirement System (PERS), eleven paid holidays, and paid annual and sick leave. The Court offers a positive work environment, the chance to be a part of team as well as the freedom to work independently.

### **POSITION INFORMATION**

The successful candidate will be responsible for creating the verbatim court record for criminal proceedings and other court proceedings as directed by the Court, and transcribing those proceedings into accurate transcripts. The position is also responsible for: 1) coordinating court reporting services provided by contract court reporters; 2) overseeing court recording technology and responding to requests for the court record created on court recording technology; and 3) performing other duties as required by the Court.

Within available budget, the Court funds supplies, equipment, licensure, and continuing education costs. Applicants with court reporting equipment may use their equipment.

### **EXPERIENCE AND TRAINING REQUIREMENTS**

- Graduation from an accredited school of court reporting or associate degree in court reporting and two years work experience of verbatim shorthand reporting and transcribing.
- Successfully attain and maintain Nevada State Court Reporting Certification pursuant to the requirements of Nevada Revised Statute Chapter 656.

### **THE IDEAL CANDIDATE WILL:**

The ideal candidate will meet the above requirements plus have two or more years of experience reporting in a fast-paced court environment, be exceptionally reliable, be flexible

and adaptive, and be able to work cooperatively in a team environment. The ideal candidate will be a consummate professional and one who conducts themselves with the highest ethical standards and integrity as expected in a court environment.

### **CONDITIONS OF EMPLOYMENT**

- At-will employment serving at the pleasure of Reno Justice Court
- Criminal background check through the State of Nevada and Federal Bureau of Investigations. Persons convicted of felony or gross misdemeanor crimes are not eligible for employment.
- Ability to sit for extended periods of time.

### **APPLICATION RULES AND DEADLINE FOR APPLYING**

Applicants must:

1. Complete a Reno Justice Court job application  
<http://www.co.washoe.nv.us/repository/files/12/RJC%20Job%20Application%20Form.pdf>
2. Provide a Résumé
3. Provide a cover letter describing how you are the ideal candidate
4. Provide a copy of Nevada Court Reporter Board Certification

Applications will be accepted via mail, email, or in person with delivery at 1 South Sierra Street Reno, Nevada. Incomplete applications will not be considered.

Applications will be accepted beginning **June 2, 2008** until **5:00 pm June 13, 2008**.

### **QUESTIONS**

Any questions concerning the position or application process should be directed to Sueli Santoni at 775-325-6517 [ssantoni@washoecounty.us](mailto:ssantoni@washoecounty.us)

### **SELECTION PROCESS**

Recruitment for this position is open-competitive and merit based. All applicants will be screened for degree of satisfaction with minimum and ideal requirements based on job application, résumé, and cover letter. The top applicants will be invited for an interview.

### **JUDICIAL CODE OF CONDUCT**

The Model Code of Conduct for Judicial Employees in the State of Nevada protects and promotes the independence and impartiality of the judicial branch of government. All employees of Reno Justice Court must adhere to this Code. The Code of Conduct can be found on the Nevada Supreme Court web page at link:

[http://www.nvsupremecourt.us/documents/misc/jc\\_employeeConduct.pdf](http://www.nvsupremecourt.us/documents/misc/jc_employeeConduct.pdf).

### ***RENO JUSTICE COURT IS AN EQUAL OPPORTUNITY EMPLOYER***

The Court does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability. The Court may decline to interview or hire a candidate who does not present the professional appearance and demeanor expected of a representative of the Court.