



Superior Court of California
County of Modoc
EMPLOYMENT OPPORTUNITY



COURT REPORTER
Starting Salary Depending on Experience
The position is .80 FTE with full benefits

Monthly Salary: \$4,600.50 – \$5,871.53 .80 FTE

The Court

The Modoc Superior Court main courthouse is located in Alturas, California. The court currently has 2 judges, as well as 9 employees that serve the needs of the community.

The Community

Modoc County is a very small, rural county located in the Northeastern corner of California. Alturas is the County Seat and, with a population of less than 3,000, is the largest city in the county. Modoc offers majestic lakes, glistening streams and creeks, awe-inspiring mountains and is a great place to raise a family and enjoy a quieter way of life.

The Position

The Modoc Superior Court has an employment opportunity for the Court Reporter classification. This position is under direction of the Judge to which they are assigned, and under general supervision of the Court Executive Officer, to report verbatim testimony presented at trials and other court hearings, utilizing the real-time program and transcribing and providing typed transcripts pursuant to standards promulgated by statutes, rules, regulations or policies.

An eligibility list of qualified candidates will be created from this recruitment and may remain in effect for up to twelve (12) months; however, the Court reserves the right to vacate the list and re-recruit at any time. The Court also reserves the right to utilize this list for other future vacancies in this classification.

The Minimum Qualifications

License: Possession of a valid license as a Certified Shorthand Reporter (CSR) in the state of California. **AND**

Experience: One (1) year full-time, paid work experience as a California Certified Shorthand Reporter taking verbatim records of court proceedings, depositions, meetings, hearings or other similar events.

OR

National Court Reporters Association certificate of proficiency, Certified Realtime Reporter, Registered Merit Reporter or Registered Professional Reporter.

OR

Any combination of relevant experience and/or education that would demonstrate that the individual possesses the necessary knowledge, skills and abilities listed above as determined by the Court Executive Officer.

AND

Possession of and knowledge of real-time transcription computer hardware and software and ability to use Computer Aided Transcription (CAT) to provide real-time transcription services.

Other:

Possession of a valid Class "C" California driver's license is required unless waived by the Court Executive Officer.

Completion of a Criminal History and Background Check prior to employment.

Ability to sit or stand for extended periods of time; manual dexterity sufficient to operate computer keyboard for extended periods of time on a regular basis; vision sufficient to read and write material; sufficient strength to lift and carry material weighing up to 25 pounds on a frequent basis; ability to speak clearly on the telephone and within the courtroom.

Special Requirements:

Incumbents shall provide and maintain their own equipment and cover the costs of transcribing the record, in return for a fee set by statute.

Sample of Duties

1. Report accurately and verbatim all proceedings in all assigned sessions
2. Provide real-time reporting
3. Take dictation at a speed of 220 words per minute
4. Type at a speed of 50 words per minute
5. Use correct English, and proofread accurately
6. Follow verbal and written instructions
7. Be patient, tactful and courteous when dealing with judges and officers of the court, the public and co-workers
8. Adjust to changes in workloads and work under the stress of meeting deadlines
9. Be punctual both to work and in the courtroom
10. Read back testimony as requested during court proceedings.
11. Prepare, and certify official court transcripts of proceedings in accordance with applicable codes, statutes, rules, regulations and policies
12. Maintain reporter notes and transcript files in accordance with applicable codes, statutes, rules, regulations and policies
13. Maintain a variety of electronic and paper files of that portion of the court record for which the reporter is directly responsible, prepare daily transcripts as needed, and provide transcripts of proceedings on request of parties or by order of the court
14. Review calendars and work with contract reporters to ensure all court proceedings have daily court reporter coverage
15. Ability to perform duties in any courtroom as assigned
16. Perform other related duties as required

The Selection Process

Applications are available at the Courthouse, 205 South East Street, Alturas, CA 96101 from 8:30 a.m. to 4:30 p.m. Applications may also be obtained from our website at www.modoc.courts.ca.gov but must be submitted in person or by mail. Submit completed application and copy of CSR license to Court the court at the address listed above. Faxed copies are not accepted. Resumes not accepted in lieu of completed application.

Recruitment Opens

11/1/2026

Filing Deadline

Continuous*

Performance Examination

TBD

***Applications will be accepted on a continuous basis until the needs of the Court are met.**

**Inquiries can be directed to Brandy Malcolm, Court Executive
Officer/Human Resources,
(530) 233-1612, brandy.malcolm@modoc.courts.ca.gov**

Should you feel you need special accommodations due to a qualifying disability, please contact the Court's Personnel Office at (530) 233-1612

Starting Benefits

(Listed below are the current benefits that are subject to change)

The Modoc County Superior Court offers a generous benefit package to its employees which includes Court approved paid holidays, a progressively increasing annual leave system (vacation/sick leave) and a health benefit package 100% employer paid (including medical, dental and vision). Employer-paid PERS retirement; deferred compensation program is available; and an employee assistance program is provided through the union.