



Superior Court of California *County of Contra Costa*

Administrative Office, 725 Court Street – 4th Floor – Martinez, CA 94553

COURT REPORTER INTERNSHIP PROGRAM

The Court Reporter Internship Program provides an exciting opportunity for qualified candidates to work in person at the Contra Costa Superior Court as a paid intern working a minimum of 16 hours a week. Interns will report to the Court Reporter Manager and be assigned to shadow an official reporter in courtrooms that cover trials, preliminary hearings, and general calendars in criminal, juvenile, and/or family courts. Interns must produce 10 pages of transcripts each week for review by the CRMO, including cover, appearance, and index pages. Candidates must be eligible to work in the United States.

DATES OF INTERNSHIP

Internship dates are flexible depending on the candidate's availability and are limited to a total of 8 consecutive weeks. Work hours are flexible depending on the candidate's availability but must be Monday through Friday, 8:00 A.M. to 12:00 P.M. and/or 1:00 P.M. to 5:00 P.M.

COMPENSATION

Interns will be paid biweekly through W-9/1099 at the rate of \$800/week (\$50/hour for 16 hours) for 8 consecutive weeks (\$6,400 total) after the 16-hour minimum has been achieved in a two-week pay period. If the 16 hours are not met in one week, interns can make up the hours the following week as long as the 16 hours are met in one pay period. If the 16-hour weekly minimum is not met, pay will be reduced accordingly. There is no additional compensation for extra hours worked over the 16-hour minimum or for transcript production.

HOW TO APPLY

Candidates must email ALL the following required documents to the Human Resources Department hrquestions@contracosta.courts.ca.gov

1. Statement of the candidate's qualifications (Please include your email address and phone number.)
2. Letter of recommendation from an instructor, mentor, or a current CA CSR
3. Supporting documentation for one of the following:
 - be currently enrolled in a machine or voice court reporting school and be able to show proof of enrollment in the highest speed-level class, preferably having proof of passing at least one qualifier **OR**
 - hold an RPR and be able to show proof of taking the CA CSR **OR**
 - hold a CVR and be able to show proof of taking the CA CSR **OR**
 - hold a CA CSR license from a test taken in the last six months **OR**
 - hold a license from a state or jurisdiction other than CA and be able to show proof of taking the CA CSR

CONTACT INFORMATION

For questions on the Court Reporter Internship Program or general questions, contact the Human Resources Office of the Contra Costa Superior Court at 925 608 2602.

Please visit the Superior Court website for this announcement at www.cc-courts.ca.gov