

## **Job Description: COURT REPORTER**

**CLASS NO.** 1105

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 119

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Records and accurately transcribes all court proceedings.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Judge of the appropriate Court.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with the District and County Clerk's offices and all parties involved in trying a case in District Court, County Court at Law or the County Court, including attorneys, witnesses, members of the jury, defendants, prosecutors, and spectators.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Attends all sessions of the assigned Court and makes a full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes (by hand or by machine) of closing arguments if requested to do so by attorney of a party to the case, and of oral testimony offered before the court, including objections made, court rulings and remarks on the objections, and exceptions to the rulings;

Preserves all shorthand or machine notes taken in court for three years from the date taken for future use and prepares accurate transcripts of court proceedings for appeals or future court use as instructed;

Marks and files with the court exhibits introduced into evidence during trials or hearings, and indexes and files notes taken in court;

Locates and reads testimony adducted in court for court or jury assistance;

Conducts the deposition of witnesses; receives, executes, and returns commissions; and makes a certificate of the proceedings in any county that is included in the judicial district of the court;

Prepares jury charges in civil cases;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1105 (Continued)**

Other Important Duties\*

May perform secretarial services which assist in the administrative functions of the court; and performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* hand of machine shorthand theory.

*Skill to:* type accurately at a minimum speed of 55 net words per minute.

*Ability to:* meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute, depending upon the nature of dictation, scoring at least 95% accuracy on this portion of the certification exam); general knowledge of Texas law as well as of proper court procedure (scoring at least 75% accuracy on this portion of the certification exam); and apply correct English punctuation, spelling, and vocabulary, including legal and medical terminology; establish and maintain effective working relationships with the employees of the District and County Clerks' Offices and all parties involved in a case; and maintain appropriate necessary certifications.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus graduation from court reporting school and experience sufficient to permit certification as a Certified Shorthand Reporter by the Supreme Court of Texas;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (VCTA, Government Code, Sec. 52.023).

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