

Job Description: Court Reporter County Court at Law (Full-Time)

Class No:

FLSA Status: Non-Exempt

Job Title: Court Reporter

Department: County Court at Law

Pay Group:

Reports To: County Court at Law Judge

SUMMARY

Provides court reporting services for hearings and proceedings; transcribes copies of shorthand for judges and attorneys; assigns other reporters for certain proceedings, assists with office duties such as answering the phones; participates in meetings with judge on various matters; and performs other duties as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As stated in Government Code – Chapter 52 §52.046 – General Powers and Duties

- Attend all sessions of the court;
- Take full shorthand notes of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;
- Take full shorthand notes of closing arguments, court rulings and remarks on the objections, and exceptions to the rulings;
- Preserve the notes for future reference for three years in civil cases and 15 years in criminal cases from the date on which they were taken;
- Furnish a transcript of the reported evidence or other proceedings, in whole or in part, as provided by Chapter 52;
- An official court reporter of a district court may conduct the deposition of witnesses, receive and make a certificate of the proceedings anywhere in the State of Texas;
- The Supreme Court may adopt rules consistent with the relevant statutes to provide for the duties and fees of official court reporters in all civil judicial proceedings.
- Assist as needed with office duties of court coordinator and receptionist;
- Assist judge with docket management;
- Assure all files are available for all court proceedings;

SUPERVISORY RESPONSIBILITIES This is a non-supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

As stated in Government Code – Chapter 52 §52.021 – Certification of Reporters

A person may not be appointed an official court reporter or a deputy court reporter unless the person is certified as a shorthand reporter by the Supreme Court. A certification issued under this chapter must be for one or more of the following methods of shorthand reporting: 1.) written shorthand, 2.) machine shorthand, 3.) oral stenography or 4.) any other method of shorthand reporting authorized by the supreme court.

KNOWLEDGE OF

Court proceedings; court reporting procedures; and standard office practices and procedures.

SKILL/ABILITY TO

Operate stenography machine; transcribe shorthand notation into regular records of court proceedings; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with judges, courtroom personnel, attorneys, and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified shorthand reporter by the Court Reporters Certification board of the State of Texas.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Judge's Approval

Date