

Location: Anderson, Limestone, Freestone, and Leon County, Texas
Department: 87th District Court
Job Status: Full-Time
Details: \$105,000.00 Annually

Position Summary

A Certified Shorthand Reporter, under general supervision, makes a verbatim record of court proceedings, produces transcripts, maintains and retrieves files, assists the public and performs general secretarial duties.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Must comply with the Code of Ethics and Chapter 52 of the Government Code
- Machine Shorthand verbatim record of all court proceedings
- Transcribe all court records on appeal in accordance with Uniform Format Manual and appellate guidelines
- E-file all appellate records with the courts of appeals in accordance with appellate deadlines
- Provide written transcripts of all proceedings upon request
- Maintain accurate court proceedings log
- Report speakers' identification
- Read back all or a portion of the proceedings upon request from the judge
- Ask speakers to clarify inaudible or unclear statements or testimony
- Provides copies of transcripts and exhibits to the courts, counsels, and parties involved
- Preserve shorthand notes for future reference, per statutory guidelines
- Mark and retain all exhibits introduced in court proceedings and later file with the district clerk and/or appropriate agency
- Schedule a Certified Shorthand Reporter to serve in your absence
- May perform secretarial services which assist in the administrative functions of the court and such other duties as assigned
- Regular attendance and timeliness are required

EDUCATION

Required:

- High School Diploma or GED
- Successful completion of Certified Shorthand Reporting Program

SKILLS ~ EXPERIENCE

Required:

- Valid Texas Driver License (Class C)
- Must be a State of Texas Certified Shorthand Reporter (certification must be renewed every two years)
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships with court staff, judges, county employees, attorneys, and the general public

- Ability to work expeditiously and accurately under pressure (stressful situations) while maintaining a professional manner
- Knowledge of computer equipment to include Windows and Microsoft based products

Preferred:

- Two or more years' experience in court reporting operations
- Real-time reporting capabilities

To apply please send your resumes to Misty Lewis, District Court Coordinator, Freestone County at: misty.lewis@co.freestone.tx.us