

EMPLOYMENT NOTICE

TITLE: Full-time Official Court Reporter position available June 23, 2025

JOB TITLE: Official Court Reporter – 336th District Court

CLOSING TIME: Until Filled

DESCRIPTION: The 336th District Court seeks an Official Court Reporter for the Honorable Christina Tillett certified by the State of Texas as a Certified Shorthand Reporter. The primary function of the court reporter is to capture a verbatim record of court proceedings and to prepare and distribute transcripts in accordance with rules of court, opinions, state statutes, legal guidelines and policies, and meet required appellate deadlines as well as file all exhibits or necessary documents with the clerk of the Court. Real-time software proficiency preferred. Must possess the ability to deal with Clerks of higher courts, Judges, attorneys, jurors, parties to law suits, and the public. Must have extensive knowledge of Appellate Court rules pertaining to the duties of his/her office and provide all necessary personal equipment and software. The Court Reporter will also be required to assist office staff to perform other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent

Graduate of an accredited court reporting school

Licensed as a Certified Shorthand Reporter by the State of Texas

Real-time preferred

SALARY: \$100,000 - \$112,000 Depending on Experience

BENEFITS: Fringe benefits package includes holidays, vacation, and sick leave

APPLICATION PROCEDURES: Interested applicants may e-mail their resume and completed Fannin County application to Judge Christina Tillett at ctillett@fanninco.net or Christy Haggard at clhaggard@fanninco.net or mail to her attention at Fannin County Auditor's Office, 101 E Sam Rayburn Dr., Suite 302, Bonham, TX 75418. Applications are available on the Fannin County website at www.co.fannin.tx.us - click on Jobs Openings. Applications will be accepted until the position is filled.

Phone: 903-583-7451