



WORKING TITLE: COURT REPORTER
DEPARTMENT: DISTRICT JUDGE
REPORTS TO: DISTRICT JUDGE

Job Description

GENERAL DESCRIPTION

The position is a non exempt position. The Court Reporter is responsible for capturing a verbatim record of live court proceedings and providing real time updates to the judge. This position tracks and maintains exhibits and prepares accurate transcriptions of required proceedings for attorneys and/or court of appeals. Court reporter attends sessions of court, records examinations, testimonies, and judicial opinions, judge's charges to the jury, and judgments or sentence of court. This is a full time, regular position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Records full machine shorthand notes of all oral testimony during court proceedings; backs up data routinely; preserves all notes for future reference and for the required length of time.
- Maintains custody, care, and control of offered and admitted exhibits during trial; files exhibits with Clerk's office upon completion of proceedings.
- Furnishes transcript of reported evidence or other proceedings upon request; works up estimates for cost of Reporter's Records as necessary; oversees billing for official transcripts; delivers and/or mails transcripts as necessary.
- Reads back court transcripts when requested by judge, attorneys, or juries.
- Creates and maintains a computer dictionary for translation of stenography; edits CAT transcripts for correct grammar, accurate identification of proper names and places, and to ensure that the record is discernible.
- Develops procedures for easy storage and retrieval of all stenographic notes and voice files in paper or digital format.
- Regular and punctual attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL DUTIES

- Run errands for the office – including, but not limited to, the bank, post office, within the courthouse and/or to courthouse annexes
- Cross train positions in office and be prepared to perform other duties as assigned
- Occasionally participate in continuing education
- Performs other related duties as required.

EDUCATIONAL REQUIREMENTS

- High School Diploma or GED, completion of some college level course work and a minimum five years of experience in a related field; or an equivalent combination of education and related experience required.
- Certification as a Shorthand Reporter by the Supreme Court of Texas required.
- Certification as a Merit Reporter and Real-time Reporter preferred.
- Must be able to pass a State Criminal History background check.

- **EXPERIENCE AND SKILLS**

Requires considerable knowledge of the nature, content and purpose of a variety of documents processed in the District Court system.

- Requires considerable knowledge of state open records laws and their application to court records.
- Requires general knowledge of routine criminal and civil law.
- Requires ability to maintain moderately complex clerical records and to prepare reports from them.
- Requires ability to exercise tact, courtesy and discretion in frequent contact with court officials, defendants and the general public.
- Requires ability to establish and maintain effective working relationships as necessitated by work assignments.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications.
- Requires the ability to repair, develop, or install complex software or management information systems.
- Must have the ability to speak English clearly to be understood by others
- Must understand written sentences and paragraphs in English
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems necessary to perform duties
- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Must possess a cooperative and positive attitude at all times

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be physically able to operate a variety of machinery and equipment.
- Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must have minimal levels of eye, hand, and foot coordination.
- Position requires color and depth perception.
- Position requires the ability to see and speak as well as above average hearing.

SPECIAL CONDITIONS

- Required to occasionally work overtime – may include weekends and evenings
- Required to dress in professional business attire at work daily
- Required to be bondable under the District Judge's Official Bond
- Required to possess and maintain a valid Texas Driver License and valid Texas Liability Insurance at all times

WORKING CONDITIONS

- May be exposed to odors and fragrances from public
- Occasional contact with public who may become hostile