



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**358th DISTRICT COURT
COURT REPORTER**

The 358th District Court is in need of a Court Reporter. The Court Reporter will be under the supervision of the 358th District Court.

PRIMARY DUTIES: The Court Reporter is responsible to report and transcribe accurate court proceedings. Marking, keeping track and recording of exhibits in evidence. Providing transcripts of court proceedings by typewriter or computer. Filing stenograph notes and exhibits. Reading back transcribed information in open Court. Interact well with all types of people. Must be proficient in spelling and grammar. The Court Reporter must be able to manage his or her time well. Must be dependable and punctual.

SPECIAL KNOWLEDGE / SKILLS / ABILITIES: High school diploma. Court Reporting degree. Certification in transcription reporting by Supreme Court of Texas. Must be certified in transcribing at 225 wpm minimum. Typing at least 85 wpm.

SALARY: DOE per hour plus excellent benefits. Shifts are Monday thru Friday 8:00am- 5:00pm. On rare occasions, you may be required to work after hours if court proceedings are still in session.

APPLICATION DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply online at: <http://www.co.ector.tx.us/page/ector.JobOpenings>. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.