



## **JOB DESCRIPTION - OFFICIAL COURT REPORTER**

**Department – County Court**

**FLSA: Non-Exempt**

**Type: Full Time Regular**

### **POSITION SUMMARY**

This position reports to the County Judge. The Official Court Reporter performs a variety of court reporting duties for the Navarro County Court. The duties involve compiling court records by taking a verbatim record of court proceedings in phonetic shorthand using a stenotype machine, maintaining the records for future use.

### **ESSENTIAL RESPONSIBILITIES**

- Makes verbatim records of trials and legal proceedings.
- Produces an accurate typewritten Reporter's Record, in the format required of any court proceeding requested by any party, and if applicable, files the Reporter's Record with the Court of Appeals by the due date.
- Acts as custodian of all offered or admitted exhibits during trial, and upon completion of trial, files all offered or admitted exhibits with the clerk of the court.
- Prepares and maintains a tracking method to document venue, case number, date of proceedings and participants involved.
- Preserves records for future reference as mandated by the legislature.
- Assists in preparing the Court's Charge to the Jury following established guidelines.
- Answer, screen phone calls and receive and route mail.
- Type and proofread a wide variety of reports, letters and memoranda.

### **ADDITIONAL RESPONSIBILITIES**

Any other duties as assigned or required within the scope of the department.

### **WORKING CONDITIONS**

This position is inside the county offices in a normal office environment. It has frequent contact with the public. The noise level in this office is usually moderate, although stressful for the court reporter to hear and report due to attorneys and clients conferring, two or more attorneys conferring or speaking at the same time. Standard ventilation and lighting conditions. The employee is occasionally exposed to health or physical hazards, such as agitated, violent or contagious individuals. Crowded conditions may exist.

### **EDUCATION/EXPERIENCE**

- High School Diploma or equivalent
- Successful completion of a court reporting education program, including supervised internship.
- One year experience in a general office environment.
- Two year related reporting experience in a court room setting, preferred.

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## **CERTIFICATES/LICENSES/REGISTRATIONS**

- Current Certified Shorthand Reporter (CSR) license from the Supreme Court of the State of Texas. This includes a minimum of 10 hours of continuing education (including a minimum of 2½ hours in Ethics/Rules) every two years as required to maintain license.
- Membership in the National Court Reporter's Association and the Texas Court Reporter's Association is preferred.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of court regulations, policies and procedures
- Knowledge of Code of Appellant Procedure
- Knowledge of and adheres to the Code of Judicial Conduct
- Knowledge of criminal procedure, civil procedure, penal code and legal reference materials
- Knowledge of court reporting principles, methods, equipment and practices
- Knowledge of general office procedures and practices
- Knowledge of basic word processing and personal computer software including Microsoft Word, Excel and various other software programs
- Knowledge of a body of standardized rules, procedures or operations to perform the full range of clerical assignments and to resolve recurring clerical problems
- Knowledge of grammar, punctuation and spelling
- Knowledge of telephone etiquette and public relations
- Ability to maintain high level of concentration for extended periods of time
- Skill in performing court reporting duties such as preparing verbatim transcriptions of court proceedings
- Skill in operating specialized court reporting equipment and software
- Skill in gathering, compiling and maintaining complex records
- Skill in performing court administration duties such as preparing and monitoring court dockets and scheduling court calendars
- Skill in responding to inquiries for case information and court procedures
- Skill in reading, understanding and following state and local laws relating to criminal procedure, civil procedure, penal code and court administration
- Skill in operating standard office equipment, including telephones, personal computers, fax machines, printers and transcription systems
- Skill in data entry and word processing
- Skill in reading and understanding court dockets
- Skill in reviewing and editing documents for accuracy and completeness
- Skill in providing information and assistance to office staff, visitors, callers and other county departments
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies and the public
- Skill in meeting deadlines
- Good work ethic and attitude, punctual and reliable



## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

## **SPECIAL CONDITIONS**

Employee must maintain a valid Texas Driver's License and valid Texas Automobile insurance. Position requires availability to travel as needed. Position requires professional business attire to be worn to work daily.

### **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Navarro County for the position of Official Court Reporter and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is an FLSA non-exempt regular full-time position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.

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