

EMPLOYMENT OPPORTUNITY

Job Title:	Official Court Reporter
Department:	97 th District Court
Reports To:	District Judge
Salary:	\$103,662.38 annually + benefits
Application Deadline:	Open Until Filled

Job Details - Official Court Reporter – 97th District Court – Archer, Clay & Montague County

Position Description:

The primary purpose of this job is to provide court reporter coverage for the 97th Judicial District Court that serves Archer County, Clay County and Montague County. This position works in a fast-paced environment serving a trial court with general Jurisdiction, hearing family, civil, and criminal cases in all three counties. The reporter is responsible for all hearings and court proceedings, and for custody of admitted exhibits and filing of such exhibits with the proper departments. An official court reporter is a sworn officer of the court and holds office at the pleasure of the court.

Duties, Functions and Responsibilities:

- Provides, at own expense, all necessary equipment and materials to produce a verbatim record of court and related proceedings.
- Documents and provides legal transcripts.
- Creates word-for-word transcriptions.
- Accurately documents names of people and places involved.
- Assists trial attorneys strictly to the Code of Judicial Conduct as promulgated by the Supreme Court of Texas.
- Responsible to create on-time records to the Court of Appeals.
- Performs other administrative duties as assigned.

Knowledge, Skills and Abilities

- A person may not be appointed an official court reporter unless the person is certified as a shorthand reporter by the Texas Supreme Court and certified by The Court Reporters Certification Board in accordance with TX Govt Code Ch. 52.
- Able to lift and carry the Stenograph machine and exhibits, as needed.

Required Education / Experience

- Active certification by The Court Reporters Certification Board in the state of Texas.
- This job description is not to designate to cover or contain a comprehensive listing activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.
- This position reports to the District Judge.

Certificates and Licenses:

Certified Shorthand Reporter (CSR) by the Texas Supreme Court.

Benefits:

100% county-paid employee medical and dental insurance.
County Retirement through TCDRS.
Continuing education and license reimbursement.
Paid vacation/sick time.
Other County benefits are included as well.

TO APPLY:

E-mail Resume to: 97thcoordinator@gmail.com