

Job Description: COURT REPORTER (DISTRICT COURT)

CLASS NO. 202

EEOC CATEGORY: Paraprofessionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

Records and accurately transcribes District Court proceedings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judge
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other employees of the court, the District Clerk's office, attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

Records court proceedings in machine shorthand form for the District Court including records of evidence, objections, rulings, voir dire of jury duty, and arguments;

Transcribes court proceedings for attorneys as requested and files transcript copies with the District Clerk's office as required in appellate cases;

Types affidavits for extensions of time in filing appellate records;

Marks exhibits during court proceedings;

Types lists of exhibits, and files, lists, and exhibits with the District Clerk's office; and

Reads back any portion of court proceedings during hearings or trials as requested.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: machine shorthand theory; and court practices and procedures.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 202 (Continued)

Skill/Ability to: meet standards established for certification as certified shorthand reporter through the Supreme Court of Texas (180-225 words per minute on the nature of dictation, scoring at least 95% accuracy on this portion of the certification exam); general knowledge of Texas law as well as proper court procedure (scoring at least 75% accuracy on this portion of the certification exam); type accurately at a speed of at least 45 words per minute; apply correct English, spelling, punctuation, and vocabulary, including legal and medical terminology; establish and maintain effective working relationships with co-workers, the District Clerk's office, attorneys, and the general public; and establish and maintain the necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, and successful completion of a court stenography educational training program, plus at least five years of court reporting experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas licensed Court Reporter.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012