
Job Title: **Official Court Reporter** **Department:**

Harris County District Courts Administrative
Office

FMLA Status: **Non-Exempt** **Revision Date:** September 2021

Purpose:

The primary purpose of this job entails providing court reporter coverage for the Criminal District Court. This will be a 2 year commitment. Also, an official court reporter is a sworn officer of the court and holds office at the pleasure of the court. The reporter is responsible for all hearings and court proceedings. The reporter is also responsible for custody of admitted exhibits and filing of such exhibits with the proper departments.

Duties, Functions and Responsibilities:

- 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
- Assists the Court or Court Coordinator during docket call when instructed by the judge
- Responsible to create on-time records to the Court of Appeals
- Performs other administrative duties as assigned.

The job responsibilities include working before, during or after an emergency or disaster.

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 Supreme Court and certified by The Court Reporters Certification Board in accordance with TX Govt Code Ch. 52

Work Environment

- Court Room and Office environment.

Physical Demands

- Able to lift and carry the Stenograph machine and exhibits, as needed.

Position Type and Typical Hours of Work

- 8:00 am - 5:00 pm or as required by the court.

Required Education / Experience

- Active certification by The Court Reporters Certification Board

Other Duties

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.

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

To apply please send your resume to Shelly Spangle, Human Resources

shelly_spangle@justex.net