



JOB ANNOUNCEMENT

Job Title: Certified Court Reporter

Annual Salary: \$120,452

Location: Harris County District Courts
311 District Court
201 Caroline
Houston, Texas

FLSA: **Non-Exempt**



Purpose:

- The primary purpose of this job is to provide court reporter coverage for the 311th District Court. 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:

- 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.
- The job responsibilities include working before, during or after an emergency or disaster.
- Performs other administrative duties as assigned.
- Realtime

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.

Work Environment

- Courtroom and office environment.
- May be working in multiple courthouses as needed.

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 in the state of Texas.

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.

Reporting Relationships

- This position reports to the judge of the 311th District Court.

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 at: shelly_spangle@justex.net

