



Harris County – JOB POSTING

Job Title:	Deputy Court Reporter Float Pool	Department:	Harris County District Courts Administrative Office
FMLA Status:	Non-Exempt	Revision Date:	August 2021

Purpose:

The primary purpose of this job entails providing court reporter coverage as needed for the District Criminal Courts, becoming available for hearing coverage on an as needed basis. 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 chain of custody for evidence including contraband, weapons and forensics.

Duties, Functions and Responsibilities:

- A. Deputy Court Reporter must take the official oath required of officers of this state.
- B. In addition to the official oath, each official court reporter must sign an oath administered by the district clerk stating that in each reported case the court reporter will keep a correct, impartial record of:
 - the evidence offered in the case;
 - the objections and exceptions made by the parties to the case; and
 - the rulings and remarks made by the court in determining the admissibility of testimony presented in the case.
- C. On request, an official court reporter shall:
 - attend all sessions of the court;
 - take full shorthand notes of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;
 - take full shorthand notes of closing arguments if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;
 - preserve the notes for future reference for three years from the date on which they were taken; and
 - furnish a transcript of the reported evidence or other proceedings, in whole or in part, as provided by Gov't Code chapter 52.
- D. A Deputy Court Reporter may conduct the deposition of witnesses, receive, execute, and return commissions, and make a certificate of the proceedings in any county that is included in the judicial district of that court.
- E. The Supreme Court may adopt rules consistent with the relevant statutes to provide for the duties and fees of official court reporters in all civil judicial proceedings.

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

Knowledge, Skills and Abilities

A person may not be appointed deputy 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 Stenographer 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.

Reporting Relationships

Reports to the District Court Administrator

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.

This posting closes on September 10, 2021

To apply please send your resume to Melissa Dartez, Human Resources

melissa_dartez@justex.net