



Harris County – JOB DESCRIPTION

Job Title: Deputy Court Reporter

Revision Date: December 2019

Department: Harris County District Courts

Purpose:

As a member of the District Courts Reporter Pool, the Deputy Court Reporter provides reporting assistance to Associate Judges and cover when a court's official court reporter is unavailable to the court.

Scheduling is coordinated through the Administrative Office of the District Courts.

Duties, Functions and Responsibilities:

- a. A court reporter must take the oath required of officers of this state.
- b. In addition to the oath, each 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:
 1. the evidence offered in the case;
 2. the objections and exceptions made by the parties to the case; and
 3. the rulings and remarks made by the court in determining the admissibility of testimony presented in the case.
- c. As assigned by the Managing Court Reporter, the Deputy Court Reporter shall:
 1. attend sessions of the court;
 2. 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;
 3. 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;
 4. preserve the notes for future reference for three years from the date on which they were taken; and
 5. 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 court reporter of a district court 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.

Organizational Responsibilities:

- Appointed by the Local Administrative Judge
- Reports to: District Courts Administrator, Managing Court Reporter

Hours:

- 40 Hours/week; 8-5 M-F. Commitments must be dependable.
- Scheduling is coordinated through the Administrative Office of the District Courts.

Salary

- \$84,739 Annual
- Based on 26 Pay Periods
- Eligible for group health, vacation and sick time benefits.

Minimum Qualifications:

A person may not be appointed an official court reporter or a deputy 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.

Licenses and Certifications Required:

By The Court Reporters Certification Board

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.