

COUNTY COURT AT LAW
CERTIFIED COURT REPORTER – PANOLA COUNTY

SALARY: \$70,567.00

START DATE: January 1, 2023

CLOSING DATE FOR APPLICATIONS: December 9, 2022, or until filled

MINIMUM QUALIFICATIONS:

Acceptable Experience and Education

High School diploma or GED; attendance of or graduation from a Court Reporting College or Court Reporting School and at least two (2) years experience as a full time Certified Shorthand Reporter, preferably in a court setting;

Certificates and Licenses Required

Currently Certified Shorthand Reporter as recognized by the Supreme Court of Texas and must meet continuing education requirements to retain licensure(s);

JOB SUMMARY:

The Certified Court Reporter is recognized by the State of Texas and works under limited supervision within statutory guidelines. The court reporter is a sworn officer of the court who attends all sessions of the court and takes full shorthand notes of all proceedings of said sessions, preserving the shorthand notes for the period of time designated by law.

TYPICAL DUTIES:

Essential Duties

Attend all sessions of the court;

Take full shorthand notes of oral testimony requested to be on the record offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;

Read portions of shorthand notes to resolve disputes of testimony, argument, or matters of law upon request of the trial court;

File all exhibits or necessary documents with the clerk of the court;

Preserve all shorthand notes for future reference, as per statutory guidelines;

Furnish a verbatim transcript, as per statutory guidelines, of the reported proceedings, including necessary exhibits or documents, in whole or in part;

Certify the accuracy of the verbatim transcript produced, as per statutory guidelines;

Meets deadlines as set forth by law;

Follow all guidelines and courtroom procedures;

Maintain and keep court reporting equipment and software up to date;

Assist the public with inquiries;

Perform other related duties as directed by the Court, including helping answer the telephone, give court settings, assist during voir dire and jury trial; anything other court personnel might need assistance with;

Substitutes, if assigned, for court staff during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations;

ADDITIONAL INFORMATION:

Minimum Requirements: Knowledge, Skills, and Abilities

Must have knowledge of Appellate Court rules; state rules, regulations, policies and statutes governing court reporters in the State of Texas; courtroom procedures dealing with all aspects of court reporting; legal terminology; medical terminology. Must be able to establish and maintain cooperative and effective relationships with those contacted during the course of work; pass a Criminal Background Check and Drug Screen; demonstrate regular and reliable attendance; and maintain strict confidentiality.