

HIDALGO COUNTY COUNTY COURT

Job Title: Court Reporter (Temporary)	FLSA Status:	Exempt
Dept. Code: 026-001	Civil Service Status:	Exempt

SUMMARY:

Under direction, records, transcribes, and maintains records of court proceedings. Makes verbatim record of court proceedings using written symbols in shorthand, machine shorthand, or oral stenography; furnishes a statement of facts of court proceedings to requesting parties. Provides equipment used in performing duties, including stenographic machine, computers and printers, along with necessary reference material.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends all court sessions and makes full record of evidence, objections, rulings, voir dire and arguments when requested by Judge or any party to a case, together with all objections to admissibility of evidence, rulings and remarks of Court;
- Makes full record of jury arguments and voir dire examinations when requested by attorney for any party to a case, together with all objections to such arguments, rulings and remarks of Court;
- Documents and files all exhibits with various Clerk of Courts; preserves all shorthand or machine notes taken in court for three (3) years from date taken for future use and prepares accurate transcript, as instructed, of court proceedings for appeals or future court use;
- Prepares official transcripts of all evidence or other proceedings, or any portion thereof, subject to laws of the State, the rules and instructions of presiding Judge of the Court;
- May conduct deposition of witnesses, receive, execute and return commissions, and make a certificate of proceedings in any county that is included in the judicial district of the court; may prepare jury charges in civil cases; may perform administrative or secretarial services which assist in administrative functions of the Court;
- Regular attendance
- Get along with co-workers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

- High School diploma or GED
- Must have good computer skills
- One year court reporting experience
- Bilingual is preferred (English/Spanish)

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have proof of a current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County Insurance carrier.
- Certification by the Supreme Court of Texas and two (2) years experience as a certified shorthand reporter;
- Requirements for certification are that reporters pass an oral exam that consists of dictation and that they pass a written exam at 75 percent accuracy;
- Certified court reporters are also required to complete a specified number of hours of continuing education courses every two (2) years.

OTHER SKILLS AND ABILITIES:

- Knowledge of machine shorthand theory and minimum standards established for certification as a Certified Shorthand Reporter by the Supreme Court of Texas, of Texas law and proper court procedure;
- Ability to apply correct punctuation;
- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned office equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.