

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Court Reporter
Department: County Court at Law #2
Reports To: Judge of County Court at Law #2
Salary: \$40.3350/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Records all court proceedings, including trials, hearings and motions in front of the judge, using stenograph machine; maintains and stores all notes of courtroom proceedings; marks exhibits introduced during trials; stores exhibits in secure vault; transcribes testimony from notes, by oral readback or in typewritten form as requested by the Judge, jury and/or attorneys during courtroom proceedings; prepares typewritten statements of fact for attorneys as requested; prepares accurate transcripts of court proceedings for use when case is appealed as requested by attorneys; assists Court Clerk with clerical work, answers telephone, types correspondence and other documents for Judge as needed. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Stenograph machine, personal computer (word processing) and printer, typewriter, tape recorder, and other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: A.A.S. Degree in Court Reporting; specialized and/or on the job training in word processing and general clerical functions; 1 to 2 years of directly related job experience in court reporting. Must be certified in real-time reporting or have experience.

- **Specialized Requirements:** Certification in good standing as a Court Reporter by the State of Texas, obtained by passing State Board Examinations. Must maintain continuing education requirements in order to be re-certified by the Court Reporters Certification Board of the State of Texas.

- **Knowledge, Skills & Abilities:** Overall knowledge of criminal justice system and courtroom procedure; knowledge of accepted office practices and procedures; strong verbal and written communication skills; excellent stenographic, transcription, typing and word processing skills; strong interpersonal skills to cooperate and interact with co-workers, including Judge, Clerk, Bailiff, and other court personnel, and the ability to deal effectively with attorneys, juries, defendants, and the general public.

- **WORK SITUATIONS/DEMANDS/EFFORT:** Work requires organizing; accuracy; attention to detail; working alone and as part of a group; dealing with litigants and the general public; flexibility in order to perform a variety of duties; performing routine, repetitive duties; maintaining a high speed performance; working in high volume environment; meeting frequent deadlines.

WORKING CONDITIONS: Work is performed in a climate-controlled courtroom and in a private office environment. Must be available to work 8:00 a.m. to 5:00 p.m., Monday through Friday, and other hours as dictated by the needs of the court.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; duties require regular prolonged sitting; duties also require reaching, lifting and carrying objects weighing up to 10 lbs.; may occasionally lift and/or move boxes of notes weighing up to 20 lbs.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.