

HENDERSON COUNTY COURT AT LAW NO. 2

CERTIFIED COURT REPORTER

POSITION DESCRIPTION

An official court reporter must take the official oath required of officers of the State of Texas. In addition to the official oath, the official court reporter must sign an oath administered by the County 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 in the case and the rulings and remarks made by the court in determining the admissibility of testimony presented in the case. The Commissioner's Court shall enter the order appointing the official court reporter in its minutes. The order is not required to be in any particular form and substantial compliance with this job description is sufficient. The official court reporter shall faithfully perform the duties imposed by the Judge of the County Court at Law No.2 and shall be under the general supervision of the Judge of the County Court at Law No. 2. The official court reporter may be removed for just cause at any time by the Judge of the County Court at Law No. 2.

REQUIRED SKILLS

1. Maintain normal office hours Monday through Friday and attend all 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, court rulings and remarks on the objections and exceptions to the rulings;
4. Read portions of shorthand notes to resolve disputes of testimony, argument or matters of law upon request of the trial court;
5. Preserve all shorthand notes for future reference, as per statutory guidelines;
6. File all exhibits or necessary documents with the clerk of the court;
7. Furnish a verbatim transcript of the reported evidence or other proceedings, in whole or in part, including necessary exhibits or documents and certify to its accuracy, as per statutory guidelines;
8. Perform such other related duties as may be assigned;
9. Realtime reporting;
10. Prepare the monthly Criminal Jury Docket and assist in the office setting hearings and communicating with Attorneys and Court Clerks.

ELIGIBILITY REQUIREMENTS

High school diploma or GED; Graduation from a Court Reporting College or Court Reporting School. Must be a currently Certified Shorthand Reporter as recognized by the Supreme Court of Texas. Must possess the ability to communicate with County Court at Law No. 2 Judge, District and County Judges, Commissioner's Court, Appellate Court Clerks, Attorneys and Parties to Lawsuits, Jurors and the Public and must additionally be knowledgeable of the Appellate Court rules pertaining to the duties of his/her office and have a general knowledge of the court system.

SALARY

Up to \$117,954.00 Annually

We consider applicants for all position without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

Resumes may be mailed to or delivered to Norma Bell in the Human Resource Office, 125 N. Prairieville Street, Suite 203, Athens, Texas 75751 or they may be emailed to nbell@henderson-county.com. Resume should have a minimum of three references.