

38th Judicial District Court Reporter

Uvalde/Real County Official Reporter

Salary: Commensurate with experience

Full Time

Minimum HS diploma or equivalent

Certification as Certified Shorthand Reporter

Job description

- Under general direction, is responsible for the recording of court proceedings with stenography equipment such as trials, hearings and appeals.
- Performs on occasion the reading of previous testimony during court proceedings.
- Categorizes, files and maintains stenography notes and exhibits.
- Prepares for appealed cases and completes written transcriptions of requested cases.
- Prepares jury charges and other general court correspondence as requested by the Judge.
- Maintains monthly statistics for Court of Appeals reports.
- Possesses a skill level in stenography to report court testimony at 225 wpm, jury charges at 200 wpm, and literary material at 180 wpm with 95 % accuracy, with real time reporting capability.
- Operates personal computer, typewriter and basic office equipment, effectively responds to questions and complaints, operates tape recording equipment, communicates effectively, both verbally and in writing, and establishes and maintains effective working relationships with court staff, judges, County employees, attorneys and the general public.
- Personal equipment must be compatible with Uvalde/Real County equipment.
- Maintain a favorable background investigation and clearance.
- May be required to work more than 40 hours during the workweek.
- Must submit a resume of previous work experience.
- Willing to learn to operate court recording equipment as required.
- Maintain Valid Certification as Court Stenography Reporter for the State of Texas
- Additional duties as assigned.

Working Environment and Physical Demands:

- Occasionally moves items weighing up to 10-15 pounds.
- Occasionally moves about the office.
- Frequently communicates with others.
- Constantly operates a computer and other office productivity machinery.
- Positions self to perform essential functions.
- Must be able to remain in a stationary position.

EQUAL OPPORTUNITY EMPLOYER

Uvalde/Real County is an Equal Opportunity Employer and committed to Workplace Diversity.

We are committed to providing equal opportunity for protected veterans and individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.