

# WICHITA COUNTY

## Job Announcement



Posting Number: 2017-011

**POSITION:** Official Court Reporter

**LOCATION:** County Court At Law #2  
Wichita County Courthouse

**SUPERVISOR:** Judge, County Court At Law #2

**HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday  
(Occasional Overtime may be required)

**SALARY:** \$64,980 – 69,980 Annually  
(This salary is in addition to transcript fees, fees for a reporter's record and other necessary expenses authorized by law.)

**POSTING DATE:** November 29, 2017

**CLOSING DATE:** December 13, 2017 or Until Filled

► **GENERAL DESCRIPTION:**

Under the general direction of the judge, the Court Reporter's essential duties and responsibilities include the following:

► **ESSENTIAL DUTIES:**

- Attend sessions of court as directed by the judge;
- 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;
- Take full shorthand notes of closing arguments, court rulings, and remarks on the objections, and exceptions to the rulings;
- Preserve the notes for further reference for a minimum of three years in civil cases and misdemeanor criminal cases from the date on which they were taken;
- Mark, catalogue, and store active case exhibits;
- Prepare statements of facts as necessary in civil and criminal cases;

- Clerical and secretarial duties as necessary to assist other court staff in the smooth and efficient operation of court business;
- Assist other trial courts on occasion as authorized by the judge;
- Maintain confidentiality and security of appropriate information;
- Communicate with judges, lawyers, and members of the public to answer questions and explain information;
- Correspond in writing and by telephone with legal counsel and clerks of the court of Appeals concerning preparation of appeals;
- Contact qualified private court reporters to substitute as deputy official court reporters during authorized absence of the official reporter;
- Work as part of a team and maintain a cooperative, helpful attitude toward co-workers, elected officials, and the general public; and
- Attend all training required to maintain current professional licenses to practice.
- Performs all other duties as assigned.

► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Must be certified as a shorthand reporter by the Supreme Court of Texas.
- Must have a minimum of one (1) year of experience as an official or freelance court reporter.
- High school graduate or equivalent (GED) required, with additional higher education preferred.
- Have a working knowledge of Texas law affecting the official court records and reporters, including criminal, civil, and appellate rules.
- Must be stable, able to manage a multiple-task environment, and work effectively in stressful situations.
- Must be able to successfully complete and pass a pre-employment physical exam, drug test, and security background check at the expense of the employer.
- Membership in Texas Court Reporters Association and/or National Court Reporters Association is preferred.
- Must have computer skills necessary to effectively utilize word processing programs and court reporting equipment and software.
- Must have interpersonal skills necessary to communicate with co-workers, lawyers, and the general public in a courteous and professional manner.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to sit for extended periods of time. The judge will typically take short breaks after approximately 60 - 90 minutes of court time.
- Must be mobile with equipment as hearings may take place in different courtrooms and/or the judge's chamber.
- Must be physically able to lift and/or move up to 15 pounds regularly and 30 pounds occasionally.
- Specific vision required by this job includes both up close and distance vision.
- Required to dress in appropriate professional business attire.
- Required to possess and maintain a valid Texas Driver's License and valid Texas liability insurance at all times.

► **APPLY TO:**

**Applications will be reviewed as received. Projected Start Date: January 1, 2018**

To be considered for employment, please submit your completed Wichita County Employment Application, cover letter and resume to:

**Wichita County Human Resources Office  
900 7<sup>th</sup> Street, Room 132  
Wichita Falls, Texas 76301  
(940) 766-8108  
(940) 766-8277 FAX**

**EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1 (800) 735-2989, VOICE 1 (800) 735-2988. For candidates requesting Braille or Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, TX 76301.