



NACOGDOCHES COUNTY

Job Opportunity

Position: Official Court Reporter – County Court at Law

Open Until Filled

Salary Range: \$50,000 to \$66,000 per year, depending on experience

General Description:

This position is in the Nacogdoches County Court at Law. The Court Reporter keeps a verbatim reporting and recording of all court proceedings and preserves the notes for future reference. In addition, the incumbent is responsible for preparing and distributing transcripts in accordance with rules of court, opinions, state statutes, legal guidelines and policies. Performs other duties as assigned. This position requires state certification by the State of Texas Court Reporter Certification Board.

Essential Functions of the Job:

- Secures and files all exhibits accordingly
- Accurately records verbatim shorthand notes of all proceedings in the court
- Operates a stenograph machine including computer aided transcription equipment
- Edits and proofs stenograph notes
- Produces accurate reporter records of court proceedings in format set out by the Texas Supreme Court
- Certifies and files all official court reporter records as required by law and/or rule
- Performs necessary research to verify case citations and spelling of legal, medical, and other terms
- Prepares and reads back all and/or portions of the official court proceedings upon instruction from the judge
- Produces court transcripts as required or requested within strict time limitations
- Delivers and or mails official transcripts prepared
- Responds timely to all official correspondence
- Performs as a substitute court reporter for the Nacogdoches District Courts as requested
- Performs general clerical or administrative duties as requested
- Renews professional association memberships
- Troubleshoots hardware and software problems

Required Knowledge, Skills & Abilities:

- Knowledge of computer software for reporter's records
- Excellent organizational skills
- Excellent oral and written communication skills
- Current knowledge of all changes made to the Format Manual by the Texas Supreme Court or the Court Reporter's Certification Board
- Knowledge of modern office methods, English usage, spelling, grammar and punctuation
- Excellent listening skills
- Knowledge of legal and medical terminology

Additional Information:

- Worked performed indoors with limited outdoor exposure
- Requires ability to sit and stand for extended periods of time
- Requires ability to lift and carry up to 10 pounds

Qualifications:

- State certification by the State of Texas Court Reporter Certification Board

Instructions: Submit a completed and signed Nacogdoches County Employment Application along with documentation of Texas Court Reporter Certification to the address below.

**Nacogdoches County
Human Resources Department
101 W. Main, #161
Nacogdoches, TX 75961**

Nacogdoches County is an Equal Opportunity Employer.
Nacogdoches County participates in E-Verify.