

Job Title: Court Reporter

Department: District Court, County Court

Immediate Supervisor: District Judge, County Judge

BRIEF DESCRIPTION OF THE JOB: Records and transcribes courtroom proceedings and files transcriptions with appropriate court and performs other duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Records courtroom proceedings by attending court hearings and recording proceedings and testimonies.	40%	S
2) Transcribes records by entering diskette into computer, editing for proper punctuation, spelling and format, proofreading transcript with audio tape, correcting any errors, printing transcript in booklet form and filing transcript with appropriate court.	40%	S
3) Performs other duties by marking and securing exhibits, assisting the Judge with special projects, retrieving files and searching through notes for certain testimonies.	20%	S
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	R	Recording proceedings at the bench
Sitting	C	Computer and stenograph work
Walking	O	To other offices, retrieving files
Lifting	O	Equipment and supplies
Carrying	O	Equipment and supplies
Pulling	N	
Pushing	N	
Using Fine Dexterity	C	Computer keyboard and stenograph machine
Reaching	R	For supplies
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer work
Hearing	C	Listening to testimony, communicating with personnel
Talking	F	Communicating with personnel, reading notes
Using Foot Controls	O	Transcribing machine

Machines, Tools, Equipment and Work Aids:

Stenograph machine, computer and related software, printer, tape recorder, Dictaphone, typewriter, copier, headphone, microphone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other: Courtroom

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

State of Texas Shorthand Reporter's Certification

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.