



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Court Reporter	Opening Date: February 11, 2019	Application Deadline: February 25, 2019	Job # 19107
Department: County Court at Law	Starting Salary \$52,805	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION

To make verbatim recordings of all proceedings in the County Court @ Law of Bastrop, Texas. To prepare and transcribe Reporter's Record and forward to the Third Court of Appeals for appellate purposes, and to prepare and transcribe Reporter's Record for all other purposes, as requested both by counsel and litigants, in a timely manner and according to the Uniform Format Manual for Texas Court Reporters as directed by the Supreme Court of the State of Texas. To assist the Court Manager and other Court Reporters and Attorneys when requested. Comply with the applicable Rules of Judicial Conduct.

ESSENTIAL JOB FUNCTIONS

- Make verbatim recording of all proceedings in the County Court @ Law of Bastrop, Texas.
- Transcribe records for appeal and other proceedings as required by the Rules of Civil, Appellate and Criminal Procedure.
- Mark and manage exhibits in court cases.
- Be available for Civil, Criminal, Probate, Juvenile and Family Law cases according to the Court's calendar.
- Be available to work early or late when required by the Court for hearing or for jury deliberations.
- Assist other Court Judges' Reporters, Court Managers as requested.
- Answer telephone while in the office and assist the general public and attorneys with questions.
- Remain current on all Continuing Education Credits.
- Remain certified and in good standing with the Court Reporter's Certification Board of Texas.
- Provide necessary equipment for the verbatim recording and transcription of court cases.

QUALIFICATIONS

General Knowledge, Skills, and Abilities

Ability to hear well and thereby make an accurate record. Ability to stay focused on the task of making verbatim record of court proceedings. General knowledge of courtroom procedures and all laws pertaining to court reporting and record making. Ability to maintain Continuing Education Credits as required by the Texas State Court Reporter's Certification Board and the Supreme Court of the State of Texas.

Minimum Qualifications

High school diploma or equivalent..

Certification by the Supreme Court of Texas as a Certified Shorthand Reporter.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Court Reporter

Department: County Court @ Law

FLSA Status: Exempt

Reports To: County Court @ Law Judge

SUMMARY: This position performs a variety of court reporting duties for the Bastrop County Court at Law and is responsible for compiling court records by taking and preserving a verbatim record of Appellate and Judicial court proceedings in phonetic shorthand using a stenotype machine, and maintaining accurate records for future use as in accordance with the 3rd Court of Appeals. This position reports directly to the Bastrop County Court at Law Judge and works primarily in a courtroom setting, and has a significant impact on the operation of the Court.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the County Court @ Law Judge;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Makes and preserves verbatim records of all civil and misdemeanor County Court at Law trials and legal proceedings; produces an accurate typewritten Reporter's Record, in the format required of any court proceeding requested by any party; and if applicable, files the Reporter's Record with the Court of Appeals by the due date;
2. Acts as custodian and maintains the integrity of all admitted exhibits entered into evidence during trial; upon completion of trial, files all admitted exhibits with the Clerk of the Court;
3. Prepares and files monthly reports of the amount of work that has been ordered to be transcribed with the County Court @ Law Judge and the Court of Appeals; prepares and maintains a tracking method to document venue, case number, date of proceedings and participants involved;
4. Preserves records for future reference for a minimum of three (3) years for civil and misdemeanor cases, from the date on which they were taken;
5. Ensures completion of Continuing Education Units (CEU's) every two (2) years as required to maintain Certified Shorthand Reporter (CSR) license;
6. Maintains and supplies all stenotype equipment and/or repairs as needed;
7. Ensures that bi-weekly timesheets are submitted in a timely manner;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all County Court at Law information and systems.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions

describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Court regulations, policies and procedures, including the Code of Judicial Conduct;
Criminal procedure, civil procedure, penal code and legal reference materials;
Court reporting principles, methods, equipment and practices;
Modern courtroom and office practices, procedures, and methods;
Legal terminology and familiarity with the criminal justice system;
Business English, spelling, and grammar;
Computer equipment and software, including word processing, spreadsheets, databases, etc.;
Procedures and methods for conducting legal research.

Ability to:

Maintain high level of concentration for extended periods of time;
Perform court reporting duties such as preparing verbatim transcriptions of court proceedings;
Operate specialized court reporting equipment and software;
Gather, compile and maintain complex records;
Read, understand and follow state and local laws relating to criminal and civil procedure, penal code and court administration;
Read and understand court dockets;
Review and edit documents for accuracy and completeness;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Maintain confidential data and information for judicial staff;
Work independently in the absence of supervision;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing;
Operate equipment required to perform essential job functions;
Work in a safety-conscious environment and to follow & promote good safety practices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Sitting or standing for long periods of time, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting; lifting and/or carrying materials weighing up to 25 pounds; hand and eye

coordination, visual acuity, and manual dexterity necessary to operate a computer and office equipment.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee regularly works in a modern office and/or courtroom setting.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience as a stenographer reporter, recording and transcribing verbatim proceedings in a court system;

Experience working in the legal/judicial/criminal justice environment (preferred);

Experience in legal research activities (preferred);

Bilingual in Spanish (preferred).

Education:

Successful completion of a court reporting education program, including supervised internship;
High School graduation or its equivalent.

Licensing:

Current Certified Shorthand Reporter (CSR) license from the Supreme Court of the State of Texas, including a minimum of 10 hours of continuing education (including a minimum of 2 1/2 hours in Ethics/Rules) every 2 years as required to maintain license;

Membership in the National Court Reporter's Association and the Texas Court Reporter's Association is preferred.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. *****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.