



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B2207	Title:	Court Reporter
Pay Group:	27	Department:	Associate Judge #2
FLSA Status:	Non-Exempt	Reports To:	Associate Judge 2
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Records and accurately transcribes all court proceedings.

Essential Duties:

Attends all sessions of the assigned associate court and makes full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes (by machine) of closing arguments, if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;

Takes full shorthand notes (by machine) 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;

Preserves all shorthand notes pursuant to Texas Rules of Appellate Procedure and the Texas Government Code and prepares accurate transcripts of court proceedings for appeals or future court use as requested;

Marks and files with the District Clerk exhibits introduced into evidence during trials or hearings.

Locates and reads testimony adduced in court for court or jury assistance;

Prepares appeals;

Prepares monthly reports to Appeals Courts;

May conduct deposition of witnesses, receive, execute, and return commissions, and make a certificate of the proceedings in any county that is included in the judicial district of the court;

May prepare jury charges in civil cases; May call court to order in absence of Bailiff; May perform secretarial services which assist in the administrative functions of the court. May assist jury in absence of bailiff.

Other Duties as assigned.

Supervision

Received:	From Associate Judge
Given:	This is a non-supervisory position.

Education

Required:	High school graduation or its equivalent, graduation from court reporting school or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience

Required:	
Preferred:	At least two years of experience.

<i>Certificates, Licenses, Registrations</i>	
Required:	Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (V.T.C.A., Government Code, Sec. 52023).
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Thorough knowledge of hand or machine shorthand theory and ability to meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas; knowledge of correct English and spelling, vocabulary, including legal and medical terminology, and general knowledge of Texas law, and Texas court policies and procedures. Meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute depending upon nature of dictation, scoring at least 95 percent accuracy on this portion of the certification exam); perform real time transcription; type accurately at a minimum speed of 55 minutes per minute; understand and follow instructions; work under pressure to meet deadlines; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	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. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously.