

**JOB DESCRIPTION - OFFICIAL COURT REPORTER Victoria County**  
**District Courts 377<sup>th</sup> , 135<sup>th</sup> , 24<sup>th</sup> , 267<sup>th</sup>**

Official Court Reporter performs a variety of court reporting duties for the District Court. The duties involve compiling court records by taking a verbatim record of court proceedings in phonetic shorthand using a stenotype machine, maintaining the records for future use.

**ESSENTIAL RESPONSIBILITIES**

- Makes verbatim records of 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.
- Acts as custodian of all offered or admitted exhibits during trial, and upon completion of trial, files all offered or admitted exhibits with the clerk of the court. May handle evidence with dangerous substances and/or biological material. Ensures that exhibits with dangerous substances and/or biological material are returned to the appropriate law enforcement agency for safekeeping and preservation. Is familiar with the procedures for uploading video and electronic evidence to the court of appeals. Is familiar with rules of confidentiality and sealing of records pertaining to certain victims of violent crime.
- Prepares and maintains a tracking method to document venue, case number, date of proceedings and participants involved.
- Preserves records for future reference as mandated by the legislature.
- Assists in preparing the Court's Charge to the Jury following established guidelines.
- Answer, screen phone calls and receive and route mail. Has a working knowledge of *Zoom*, *Teams* and other videoconferencing applications to assist in the coordination of an interpreter, attorneys or jail.
- Type and proofread a wide variety of reports, letters and memoranda.

**EDUCATION/EXPERIENCE**

Undergraduate or Associates Degree preferred

- Successful completion of a court reporting education program, including supervised internship.
- One year experience in a general office environment.
- Two year related reporting experience in a court room setting, preferred

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- Current Certified Shorthand Reporter (CSR) license from the Supreme Court of the State of Texas. This includes a minimum of 10 hours of continuing education (including a minimum of 2½ hours in Ethics/Rules) every two years as required to maintain license.

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

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of court regulations, policies and procedures
- Knowledge of Code of Appellant Procedure
- Knowledge of and adheres to the Code of Judicial Conduct
- Knowledge of criminal procedure, civil procedure, penal code and legal reference materials

- Knowledge of court reporting principles, methods, equipment and practices

- Knowledge of general office procedures and practices

- Knowledge of basic word processing and personal computer software including Microsoft Word, Excel and various other software programs, must have working knowledge of inputting case information and/or notices in the Court program(s) such as *Odyssey*

- Knowledge of a body of standardized rules, procedures or operations to perform the full range of clerical assignments and to resolve recurring clerical problems

- Knowledge of grammar, punctuation and spelling

- Knowledge of telephone etiquette and public relations

- Ability to maintain high level of concentration for extended periods of time

- Skill in performing court reporting duties such as preparing verbatim transcriptions of court proceedings

- Skill in operating specialized court reporting equipment and software, must have working knowledge of providing "real time" feed to court of testimony during trial

- Skill in gathering, compiling and maintaining complex records

- Skill in performing court administration duties such as preparing and monitoring court dockets and scheduling court calendars

- Skill in responding to inquiries for case information and court procedures

- Skill in reading, understanding and following state and local laws relating to criminal procedure, civil procedure, penal code and court administration
- Skill in operating standard office equipment, including telephones, personal computers, fax machines, printers and transcription systems
- Skill in data entry and word processing
- Skill in reading and understanding court dockets
- Skill in reviewing and editing documents for accuracy and completeness
- Skill in providing information and assistance to office staff, visitors, callers and other county departments
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies and the public
- Skill in meeting deadlines
- Good work ethic and attitude, punctual and reliable