

Employer:  
Waller County Court at Law No 1

Location:  
Hempstead, Texas (40 miles west of Houston)

### **Job Description**

#### **Official Court Reporter, COUNTY COURT AT LAW NO 1**

Member of the Judge's personal staff. Maintain a sensitive and intimate working relationship with the judge in matters requiring sound discretion, confidentiality and security. Records all court proceedings using stenograph machine or voice writing; maintains and stores all notes of courtroom proceedings; marks exhibits introduced during trials; stores exhibits in secure vault; transcribes testimony from notes, by oral readback or in typewritten form as requested by the Judge, jury and/or attorneys during courtroom proceedings; prepares typewritten statements of fact for attorneys as requested; prepares accurate transcripts of court proceedings for use when case is appealed as requested by attorneys; follows directives and orders of judges, courts of appeal and State Supreme Court and Court of Criminal Appeals, assist judge with general clerical work in the absence of an available court coordinator/assistant coordinator.

#### Requirements:

A.A.S. Degree in Court Reporting or comparable degree. Certification in good standing as a Court Reporter by the State of Texas, obtained by passing State Board Examinations. Must maintain continuing education requirements in order to be re-certified by the Court Reporters Certification Board of the State of Texas. General knowledge of Texas justice system and courtroom procedure; knowledge of accepted office practices and procedures; strong verbal and written communication skills; excellent stenographic/voice writing, transcription, typing and word processing skills; strong interpersonal skills to cooperate and interact with co-workers, including Judge, Clerk, Bailiff, and other court personnel, and the ability to deal effectively and professionally with attorneys, juries, defendants, and the general public.

#### **PAY AND BENEFITS**

Starting Hourly Rate \$52.47/hr (Est. 109,557.36/yr)

#### **Benefits:**

- 15 paid County holidays per year
- Approximately 96 hours of sick leave accrual per year
- Approximately 80 – 120 hours of vacation leave accrual per year based on years of service
- Health insurance through BlueCross BlueShield of Texas
- Membership in the Texas Association of Counties (TAC) Health & Employee Benefits Pool
- Membership in the Texas County & District Retirement System (TCDRS)
- County longevity pay after 2 years of service, respectively

Other Requirements: Walk, stand and lift up to 20lbs with regularity. Active and working from approx. 8

am to 5 pm or later as court proceedings require. Read, write, speak and understand English. High School graduate or GED equivalent. Available transportation to Hempstead, Texas, Mon-Fri. This is not a remote position.

Waller County is an equal opportunity employer. Not all applicants will be contacted or interviewed.