

WICHITA COUNTY

Job Announcement



Job Posting Number: 2021-035

POSITION: Official Court Reporter, 30th District Court

LOCATION: Wichita County Courthouse
900 7th Street
Wichita Falls, Texas 76301

REPORTS TO: 30TH District Court Judge

HOURS: Generally 8:30 a.m. - 5:00 p.m., Monday – Friday (or as required by District Judge) It may be necessary to work 60+ hours per week to meet appellate deadlines.

SALARY: Set by the order of the judge of the court, up to \$100,000 Annually (Depending on Qualifications).

POSTING DATE: October 14, 2021

CLOSING DATE: October 29, 2021 or until filled

► **GENERAL AUTHORITY AND DUTIES:**

ON REQUEST SHALL:

- Attend all sessions of court.
- Take full shorthand notes of all hearings in which a record is requested, including oral testimony offered before the court, objections made to the admissibility of evidence, court rulings, and remarks on the objections, and the exceptions to the rulings.
- Take full shorthand notes of the closing arguments if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings, remarks on the objections, and the exceptions to the rulings.
- Preserve the notes for future reference as required by all applicable Government Code provisions.
- Furnish a transcript of the reported evidence or other proceedings, in whole or in part.

- Must comply with all applicable provisions of the Code of Ethics, Texas Government Code, and Texas Code of Judicial Conduct.
- Mark and retain all exhibits introduced in court proceedings and later file with the appropriate entities.
- Must have excellent time management skills to ensure compliance with all applicable appellate deadlines.

An official court reporter of the District Court may conduct the 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 that court.

The Supreme Court may adopt rules consistent with the relevant statutes to provide for the duties and fees of official court reporters in all civil judicial proceedings.

► **MINIMUM QUALIFICATIONS:**

- Be certified, and in good standing, as a shorthand reporter by the Supreme Court of Texas.
- Have a minimum of two (2) years' experience as an official or freelance court reporter.
- High school graduate or equivalent (GED) required, with additional higher education preferred.
- Have a working knowledge of Texas Law affecting the official court records and reporters.
- Must be able to manage a multiple-task environment and work effectively in stressful situations.
- Must be able to successfully complete and pass a pre-employment physical exam, drug test, and security background check at the expense of the employer.
- Must possess the following equipment: stenograph machine, laptop with software, printer, and all other equipment necessary to perform official duties and produce records.

► **APPLY TO:**

Attention: Carol Patterson, Court Coordinator

**Wichita County
30th District Court
900 7th Street
Wichita Falls, Texas 76301
940.766.8180**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.