****

****

**Job Announcement**

**Job Title:** **Certified Court Reporter**

 **(2 full-time grant-funded positions; Emergency Relief Trial Dockets)**

**Annual Salary:** $129,417

L**ocation:** Harris County District Courts

1201 Franklin

Houston, Texas

**FLSA:** Non-Exempt

**About the Position**

* This position provides court reporter coverage for the Emergency Relief Trial Dockets. The reporter is responsible for all hearings, trials, and court proceedings, and for custody of admitted exhibits and filing exhibits with the proper departments. An official court reporter is a sworn officer of the court and an employee of the Administrative Office of the District Courts.

**Duties, Functions and Responsibilities**

* Documents and provides accurate and detailed Reporter’s Records.
* Creates word-for-word transcriptions and must possess accuracy in spelling and grammar.
* Accurately documents names of people and places involved, detail oriented.
* Assists trial attorneys in court proceedings regarding the record and exhibits.
* Assists the Court in all court proceedings as requested.
* Responsible to create on-time records to the Court of Appeals and any parties requesting records.
* Performs other administrative duties as assigned.

**Knowledge, Skills and Abilities**

* Must be able to maintain a heavy caseload and record production.
* Must be able to handle multiple trials and hearings per month.
* Must be able to meet Court of Appeals deadlines and record requests by attorneys or judges.

 **Required Education / Experience**

* Active certification by the Court Reporters Certification Board in the state of Texas.
* Certified as a shorthand reporter by the Texas Supreme Court.
* Minimum of one-year trial experience, preferably in Criminal trials.

**Work Environment**

* Courtroom and office environment.
* May be working in multiple courthouses as needed.

 **Position Type and Typical Hours of Work**

* 8:00 am – 5:00 pm or as required by the court.

**Other Duties**

* This job description is not intended to cover or contain a comprehensive listing activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.

**Benefits:**

* Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

**Reporting Relationships**

* This position reports to the Assistant Operations Manager.

**Equal Opportunity Statement**

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

**\*\*\*To apply, email resume and letter of interest to: shelly\_spangle@justex.net**