



County of El Paso

COUNCIL OF JUDGES - CERTIFIED COURT REPORTER

SALARY	\$42.81 Hourly \$89,035.97 Annually	LOCATION	TX 79901, TX
JOB TYPE	Full Time Regular	JOB NUMBER	2023-00178
DEPARTMENT	Council of Judges	OPENING DATE	05/02/2023
CLOSING DATE	Continuous		

Minimum Qualifications

Acceptable Experience and Education

High School diploma or GED; attendance of or graduation from a Court Reporting College or Court Reporting School for training in the use of shorthand, machine shorthand or oral stenography to create a verbatim record of oral testimony.

Preferred: Associates Degree in Applied Science for Court and Conference reporting, and/or at least two (2) years' experience as a full-time Certified Court Reporter as defined by statute.

Certificates and Licenses Required

Currently Certified Shorthand Reporter as defined by Section 154.101 of the Texas Government Code and recognized by the Supreme Court of Texas

Must meet continuing education requirements to retain licensure(s) – Texas (every 2 years)

Typical Duties

Essential Duties

Attends all sessions of the court.

Takes full shorthand notes of oral testimony requested to be on the record offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings.

Read portions of shorthand notes to resolve disputes of testimony, argument, or matters of law upon request of the trial court.

Files all exhibits or necessary documents with the clerk of the court.

Preserves all shorthand notes for future reference, as per statutory guidelines.

Furnishes a verbatim transcript, as per statutory guidelines, of the reported evidence, including necessary exhibits or

documents, or other proceedings, in whole or in part, utilizing his/her expertise of one of the following means:

Certifies the accuracy of the verbatim transcript produced, as per statutory guidelines.

Meets deadlines as set forth by law;

Follows all guidelines and court room procedures;

Ensures the integrity of the record is never compromised;

Maintains and keeps court reporting equipment and software up to date;

References necessary resource material, as needed;

Compiles statistical information, reports and data;

Assists the public with inquiries;

May assist in the development and improvement of department procedures;

Attends and participates in meetings, training and information sessions;

Stays abreast of new trends and innovations in the field;

Performs other related duties as directed by the court, including helping answer the telephone, give court settings, assists during voir dire and jury trials; anything other court personnel might need assistance with;

Substitutes, if assigned, for court staff during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations;

Other Important Duties*

Performs such other related duties as may be assigned.

As members of the County of El Paso Emergency Response System, all El Paso County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and/or perform certain emergency services at the direction of their supervisor.

Job Summary

Summary of Position

The Certified Court Reporter is recognized by the State of Texas and works under limited supervision within statutory guidelines who is a Sworn Officer of the court who attends all sessions of the court and takes full shorthand notes of all proceedings of said sessions, preserving the shorthand notes until requested to produce a verbatim transcript of the same, to include exhibits admitted.

Additional Information

Minimum Requirements: Knowledge, Skills, and Abilities

Knowledge of: Appellate Court rules; state rules, regulations, policies and statutes governing court reporters in the State of

Texas; Courtroom procedures dealing with all aspects of court reporting; legal terminology; medical terminology; the principles and practices of effective customer service; principles and practices training; English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications; modern office procedures, methods and computer equipment to include Windows and Microsoft based products.

Skill/Ability to: use reference books; perform Court reporting; obtain certification by the State of Texas; use all equipment related to court reporting; have good hearing and visual acuity, and manual dexterity; be able to plan and execute work both independently and as a team member; display an ability to prioritize and manage several tasks; display a high degree of self-motivation; time management; work expeditiously and accurately under pressure; able to deal with the public and defendants; operate personal computer using standard office operating software and general office equipment; prepare and maintain records; maintain filing systems; communicate effectively both orally and in writing; be dependable; to deal with the public courteously and effectively; work under stressful conditions, and establish and maintain cooperative and effective relationships with those contacted during the course of work; Pass a Criminal Background Check; Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

Agency

County of El Paso

Address

500 E. Overland Ave.

El Paso, Texas, 79901

Phone

(915) 546-2218

Website

<http://www.epcounty.com/jobs>

COUNCIL OF JUDGES - CERTIFIED COURT REPORTER Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your highest level of education?

- High School Diploma or equivalent
- 30 to less than 60 college credit hours
- More than 60 college credit hours
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

*QUESTION 2

Do you have an Associate's Degree in Applied Science for Court and Conference Reporting?

- Yes
- No

***QUESTION 3**

Which of the following best describes your experience as a full time Certified Shorthand Reporter?

- No experience
- Less than 1 year experience
- 1 to less than 2 years experience
- 2 to less than 3 years experience
- 3 to less than 4 years experience
- 4 to less than 5 years experience
- More than 5 years experience

***QUESTION 4**

Are you currently a Certified Shorthand Reporter recognized by the Supreme Court of Texas?

- Yes
- No

***QUESTION 5**

I UNDERSTAND In order for my application to be considered complete, I must answer all the questions in this application. Incomplete or illegible applications will be rejected. A résumé and/or other documents **WILL NOT** be accepted in lieu of a completed application. Comments such as "See Résumé" are not acceptable and will result in the application being considered incomplete.

- Yes
- No

* Required Question