



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	County Court at Law No. 5	JOB GRADE:	88
JOB TITLE:	Court Reporter	ANNUAL SALARY:	\$87,032.66
LOCATION:	210 West Davis Ste. 250 Conroe, Texas 77301	CIVIL SERVICE:	No
SHIFT HOURS:	Monday through Friday, 8:00am to 5:00pm		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

- Must have Texas CSR certification
- Realtime proficiency is required
- Adhere to the Texas Court Reporters Certification Board Code of Professional Conduct
- Maintain required continuing education and certification
- Must be team oriented

Primary Job Duties

- Attend all sessions of the court
- Taking verbatim shorthand notes of proceedings
- Serve as custodian of exhibits
- Editing and proofreading the Reporter's Record
- Additional office assistance as required

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	431-7500-1	Requisition No:	2737
Date Posted:	04/04/2019	Equal Employment Opportunity Employer	