



# 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.**

<b>DEPARTMENT:</b>	435 <sup>th</sup> District Court	<b>JOB GRADE:</b>	N/A
<b>JOB TITLE:</b>	Official Court Reporter	<b>BI-WEEKLY SALARY:</b>	Based on qualifications
<b>LOCATION:</b>	207 W. Phillips Conroe, Texas	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Full time : 8 a.m. to 5 p.m. Monday through Friday (as well as additional overtime hours as necessary)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

**- This position requires a completed Montgomery County Application, detailed resume, letter of interest, copy of certifications relevant to this position, 3 professional references, and a sample transcript.**

**- The submission of an application does not guarantee an interview. You will be contacted directly if there is interest in setting up an interview.**

**DO NOT SEND TO OR CONTACT THE COURT DIRECTLY.**

## Education, Experience and Skill Requirements

- Must have Texas CSR certification; minimum qualifications and skills: 225 Q&A, 200 jury charge, 200 literary – all at 95% accuracy. CRR, RPR or RMR certification preferred
- Real-time proficiency is required
- Proficient in timely producing and distributing accurate transcripts
- Must have at least four years of prime court reporting experience in the freelance field, court system, or a combination thereof
- Adhere to the Texas Court Reporters Certification Board Code of Professional Conduct and maintain a professional appearance
- Remain in good standing and maintain required continuing education and certification
- Ability to operate a PC and/or any other general office equipment, computer applications and hardware related to the essential functions of the job
- Ability to accurately listen to court proceedings, maintain a high level of concentration and attentiveness throughout all court proceedings
- Willingness to speak up to ensure an accurate record
- Ability to provide immediate read back of all or a part of a record
- Ability to research and verify case citations, correct spelling of names, terminology, specialized terms and other specifics of testimony
- Ensure confidentiality of all evidence and testimony and maintain confidentiality of official records
- Ability to organize, keep track of, and manage trial and hearing exhibits
- Ability to provide dailies and other transcripts to attorneys or the court
- Willingness to work in a very busy criminal trial court with the ability to work a flexible schedule and irregular hours in order to meet the needs of the court
- Must have extensive knowledge of appellate court rules and a thorough knowledge of principles, procedures and practices of civil and criminal trials, hearings and related court activities with skill in taking verbatim testimony stenographically of judicial proceedings involving multiple speakers, specialized testimony and emotional circumstances
- Thorough knowledge of English grammar, spelling, punctuation and usage
- Skill in editing and proofreading verbatim testimony
- Must be team oriented with good interpersonal and communication skills
- Ability to courteously and tactfully communicate with attorneys and the public in giving and receiving information

## Primary Job Duties

- Attend all sessions of the court—Regular attendance is essential
- Capture and preserve a verbatim recording and transcription of all proceedings
- Produce accurate, simultaneous real-time reporting
- Maintain complete records of all verbal and nonverbal incidents related to the proceedings, including but not limited to identifying participants by name, marking and identifying exhibits, noting any “off the record” discussions allowed, objections, bench or side-bar conferences, motions and rulings, and types of testimony
- Serve as custodian of exhibits until logged and filed
- Edit and proofread the Reporter’s Record; certify to its accuracy
- Perform courtroom duties such as marking exhibits, opening court, setting up the sound system, preparing the jury charge, making copies, swearing witnesses, notifying the clerk’s office based on need, etc.
- Timely furnish an accurate, verbatim transcript, including exhibits, upon request
- Perform other related duties as directed including answering the telephone, assisting or directing callers, electronically recording case notes and filling in for court staff during temporary absences
- Maintain and keep court reporting equipment and software current; develop, edit, regularly update and maintain computer-aided transcription dictionaries
- Maintain records on status of workload and logs of cases for future reference, catalog and maintain records of notes, computer drives, backup files and exhibits
- Assist Judge as required
- Assist other courts with court reporter duties when available

**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:	442-7500-1	Requisition No:	2693
Date Posted:	11/ 16/18	Equal Employment Opportunity Employer	