



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Court Reporter	Job Code:	702020	Job Grade:	CR
Reports To:	County, District Judge, Chief Magistrate	Pos. No:	Various	FLSA Code:	E
Department:	Courts	Loc. Code:	Various	SIC Code:	9211
				WC Code:	8810
Division:		CS Code:	A	EEO Code:	101

Summary of Functions: Provides shorthand reporting for use in court litigation by making a verbatim record of an oral court proceeding, deposition or proceeding before a grand jury, referee, or court commissioner using written symbols in shorthand, machine shorthand, or oral stenography.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Attends all sessions of the court as required.		E
2. Takes full shorthand notes of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, exceptions to the rulings, examinations, judicial opinions, Judge=s charge to jury, closing arguments, or other proceedings by machine shorthand, by taking shorthand notes, or by reporting into a steno mask.		E
3. Reads portions of transcript during trial as directed, <u>and</u> requests speakers to clarify inaudible statements.		E
4. Preserves notes for future reference maintains appropriate files; and furnishes a transcript of the reported evidence or other proceedings in whole or in part as requested.		E
5. 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 or that court only as directed.		E
6. Reports the oral testimony given in any contested probate matter as directed. Records proceedings of other hearings and formal and informal meetings as directed.		E
7. Operates general office and specialized stenographic equipment (i.e. steno type machine, computer aided transcription), and may provide light typing and clerical support as needed.		E
8. Gathers, indexes, binds and files court exhibits introduced during court		E

proceedings.

9. May order and maintain adequate office supplies. Receives correspondence and distributes to the appropriate personnel. E

10. Performs other duties as assigned. E

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program and from an accredited court reporting school.

Special Requirements/Knowledge, Skills & Abilities:

Certified court reporter by the Texas State Supreme Court. Knowledgeable of applicable Texas Codes and the Texas Rules of Appellate Procedure. Skilled in the use of standard software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 8/2005

Approved by Civil Service Commission on

Date 9/19/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.