

## **5<sup>th</sup> Judicial District of Texas Job Posting:**

**Full Time Official Court Reporter  
Start Date: November 1, 2022**

**Submit a fully completed Bowie County employment application and resume to:  
Heather Thomas, 710 James Bowie Drive, New Boston, Texas 75570 or  
email to: [heather.thomas@txkusa.org](mailto:heather.thomas@txkusa.org)**

### **ABOUT US**

The 5<sup>th</sup> Judicial District Court serves Bowie County and Cass County, Texas in Northeast Texas (bordering Oklahoma, Arkansas, and Louisiana) is recruiting for a certified, highly skilled Official Court Reporter. The position works in a dynamic, fast-paced environment serving a Texas trial court with general jurisdiction, hearing family, civil, and criminal cases. The ideal candidate is a mature, self-motivated, career-oriented professional. Annually, the Court will conduct between 18 and 25 jury trials. Weekly, the Court hears criminal dockets for plea agreements and other non-jury criminal proceedings and civil and family proceedings. Over the course of a year, the Court will conduct hundreds of non-jury bench trials.

### **JOB SUMMARY**

This Court conducts record proceedings at the county courthouses in Texarkana, New Boston, and Linden, Texas. The Official Court Reporter is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings for the 5<sup>th</sup> Judicial District Court of Texas only at all called docketed court sessions and as directed by the Judge.

Salary: \$73,681.04. Additional transcript preparation and reproduction fees, in accordance with law, may be charged along with other fees applicable under Texas Gov't Code § 52.047.

### **DUTIES AND RESPONSIBILITIES**

The duties include, but are not limited to the following:

- Attends and records verbatim court sessions; reads back portions of court record, as required. Documents and provides legal transcripts and creates word-for-word transcriptions or proceedings.
- Accurately documents names of the people and the places involved.
- Assists trial attorneys and judges to organize and search for information from official records.
- Organizes and manages transcripts and documents prepared for submission upon request.
- Adheres strictly to the Code of Judicial Conduct as promulgated by the Supreme Court of Texas.
- Assists the court or Court Coordinator during docket call when instructed by the judge.
- Performs other administrative duties as assigned.
- Provide transcripts within the time and cost limitations set by the Texas Supreme Court and rules of procedure; electronically files with Clerk of Court a copy of all transcripts prepared after delivery to the requesting parties.
- Provide transcripts to the court upon request, without charge, for any proceeding.

- Promptly certifies and file all original shorthand notes, audio files, and other original records of proceedings and maintains said records as required by law.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Must be available 8:30 am – 5:00 pm and additional times as required by the Court.
- Ability to organize, keep track of, and manage trial and hearing exhibits and file same with courts of appeals as needed.
- Ability to provide dailies and other transcripts to attorneys or the court with very short turn-around time.

## **QUALIFICATIONS**

Only applicants meeting the following minimum eligibility requirements and qualifications will be considered:

- High school diploma or G.E.D. equivalent; *and*
- Must possess a current Certified Shorthand Reporter (CSR) certificate issued by the Court Reporters Certification Board of Texas.
- General working knowledge of applicable District Courts structure, policies, and procedures.
- Certified Realtime Reporter (CRR) or Federal Court Reporter Realtime (FCRR) certification is preferred.
- The ability to record and transcribe 180 words per minute for literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony at 95% accuracy.
- Knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with realtime capability/hardware/software.
- Possess and provide all necessary personal equipment and software.
- Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; always maintain a professional appearance and demeanor. Strong team orientation and customer service skills. Communicate effectively, both orally and in writing.

## **BENEFITS**

Full-time employees of the 5<sup>th</sup> Judicial District Court are eligible for a full range of benefits to include:

- County health, death, and disability insurance
- Texas District and County Retirement
- Travel allowance
- Continuing education and license reimbursement
- Paid county and court holidays and vacation

## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to strictly adhere to the Texas Code of Judicial Conduct.

Final candidates will undergo a background check. Felony convictions will disqualify applicants.