



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 12/6/2024

Job Listing Identification Number: 00046728

State Job Classification: Project Manager V

Functional Title: Court Reporter

Monthly Salary: \$10,000.00 - \$10,416.67

Remarks: Salary commensurate with qualifications and experience. Travel will be from home office to court location, which may be outside of the county of the reporter's home office, to take the verbatim record. Otherwise, employee will work from home office.

Closing Date: 12/20/2024

State Class. No. and Pay Group: 1576/B28

FLSA Status: Exempt Non-Exempt

Location: Dallas/Ft. Worth

Type of Job: Full Time Part Time

Travel Required: Yes up to 50% No

Job Description:

Performs highly advanced (senior-level) project management work, specifically court reporting in complex civil litigation for the various locations of the Business Court of Texas and as time and resources permit, provides court reporting for the Office of Court Administration by assignment to various courts throughout the State. Court reporting work is performed on-site and, when permitted, using videoconference technology. Employee will be in a pool of court reporters selected by the Office of Court Administration. Works under minimum supervision, with extensive latitude for the use of initiative and independent judgement.

Essential Job Functions:

- Attends in-person or remote court sessions, as requested by the court, and makes a verbatim record of oral testimony offered during a hearing, including objections made to the admissibility of evidence, court rulings, remarks on the objections, and exceptions to the ruling.
- Transcribes testimony and prepares transcripts taken at court hearings and other proceedings in accordance with established uniform formats.
- Provides accurate transcripts of the reported evidence or other proceedings, in whole or in part, upon request in a timely manner.
- Oversees and maintains logs and files exhibits offered during proceedings.
- Assists management with developing department policies, procedures, standards, and manuals as it relates to court reporting, transcript production and other applicable material for the courts.
- May be required to attend continuing education seminars and training as needed.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- High School Diploma or GED from an accredited institution.
- Two years of full-time experience in providing court hearings reporting with machine shorthand or oral stenography.

- Licensed and in good standing as a Certified Shorthand Reporter (CSR) by the Judicial Branch Certification Commission.
- Proficient in Microsoft Office Suite.
- Experience in business litigation.
- Experience in providing expedited transcripts.
- Experience in preparing court reporter records for the appellate courts.

Preferred Qualifications:

- Working knowledge of Zoom videoconference platform.
- Certification through the NCRA as RMR, RDR or CRR.
- Experience delivering clear communication, both orally and in writing.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of the Texas judicial system.
- Knowledge of Judicial Branch Certification Commission laws, rules, and procedures relating to Certified Shorthand Reporters.
- Knowledge of the Code of Ethics for Certified Shorthand Reporters.
- Knowledge in electronic recording devices, equipment, and technology
- Knowledge of stenography and the use of stenographic dictionaries.
- Skilled in the preparation of clear and precise verbatim records.
- Skilled in oral and written communication.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.

Employment Conditions:

- Regular attendance required during working hours of M-F 8am-5pm.
- Regular travel will be required. Valid Texas driver's license required.
- Must sit for extended periods of time.
- Operates standard office equipment and software.
- Continuing education hours must be current on a pro-rata basis relative to hire date.
- Attire and decorum in remote court hearings must be commensurate with an officer of the court.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: No military equivalent, Navy: 611X-LDO Deck, Surface; Coast Guard: SE116-Acquisition Project Management; Marine Corps: 8060 – Acquisition Specialist; Air Force: 3D0X4 – Computer Systems Programming; Space Force – 63A Acquisition Manager. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only

applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.