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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 06/26/2024

**Job Listing Identification Number:** 00043176

**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. May be in-person or remote.

**Closing Date:** 07/10/2024

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

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Texas - Statewide

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes 25%  No

### Job Description:

Performs highly advanced (senior-level) project management work, specifically related to court reporting for the Business Courts of Texas and provides court reporter work for the Office of Court Administration by providing court reporting services to various courts throughout the State. Work involves establishing goals and objectives for the Court Reporter functions for the agency, maintaining and reporting accurate court records, preparing transcripts, transcribing technical terminology and the testimony of expert witnesses, recording, and transcribing verbatim testimonies at remote proceedings and hearings and in other legal settings, and providing guidance to agency leadership on Court Reporting standards. May direct, assign, and evaluate the work of other Court Reporters. Works under minimum supervision, with extensive latitude for the use of initiative and independent judgement.

### Essential Job Functions:

- Attends remote and in-person court sessions and records 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.
- Records depositions and other court proceedings and provides guidance on and develops procedures for Court Reporting standards.
- Transcribes testimony and prepares transcripts taken at remote and in-person hearings and other proceedings in accordance with established formats.
- Verifies the accuracy of transcripts and rulings in accordance with established policies and procedures.
- Provides accurate transcripts of the reported evidence or other proceedings, in whole or in part, upon request in a timely manner.
- Develops and provides notices of hearings, files transcriptions, and assembles documents for use at hearings.
- Oversees and maintains logs and files exhibits offered during proceedings.

- Assists management with developing program policies, procedures, standards, and manuals as it relates to court reporting, transcripts and other responsible material for the courts.
- Maintains courtroom supplies, files and records.
- May be required to attend 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.
- Must be a Certified Shorthand Reporter (CSR) with the Judicial Branch Certification Commission and in good standing.
- Proficient in Microsoft Office Suite.

**Preferred Qualifications:**

- Experience with machine shorthand or oral stenography as a court or hearings reporter.
- Experience in business litigation.
- Experience using video conferencing software (Zoom, Teams)
- Experience delivering clear communication, both orally and in writing.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of the Texas judicial system.
- Knowledge of the Code of Judicial Conduct pertaining to activities of court personnel.
- Knowledge of Judicial Branch Certification Commission laws, rules, and procedures.
- Knowledge in electronic recording devices, equipment, and technology
- Knowledge of stenography and the use of stenographic dictionaries.
- Skill in the preparation of clear and precise recordings.
- Skill in oral and written communication.

**Employment Conditions:**

- Regular attendance required.
- Travel will be required. Valid Texas driver's license required.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

**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](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](http://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.