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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: April 11, 2025

Job Listing Identification Number: 00049398

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.

Closing Date: April 25, 2025

State Class. No. and Pay Group: 1562/B28

FLSA Status: Exempt Non-Exempt

Location: Dallas & McKinney (Dallas & Collin Counties), Texas

Type of Job: Full Time Part Time

Travel Required: Yes up to 25% No

Travel will be required if the court holds a trial or hearing outside of Dallas or Collin Counties.

Job Description:

Performs highly advanced (senior-level) project management work, specifically court reporting in complex civil litigation for the First Division of the Business Court of Texas, located in Dallas and McKinney. Employee will be the official court reporter for both judges of the corresponding division. The two presiding judges for the First Division are Judge Andrea K. Bouressa and Judge William "Bill" Whitehill. Court reporting work is performed in-person and, when permitted by the court, using videoconference technology. Works under minimum supervision, with extensive latitude for the use of initiative and independent judgment.

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 utilizing a reporting software system that includes real-time capability 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.
- Subject to the provisions of Section 4, Uniform Format Manual, provides unedited rough draft transcripts to the court on request.
- 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 Office of Court Administration and Texas Business Court policies.

Minimum Qualifications:

- High School Diploma or GED from an accredited institution.
- One year of full-time experience in providing court 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 including Outlook and OneDrive.
- Experience in providing expedited transcripts.
- Experience in preparing court reporter records for the appellate courts.

Preferred Qualifications:

- Working knowledge of Thompson Reuters Case Center.
- Working knowledge of Zoom videoconference platform.
- Certification through the National Court Reporters Association (NCRA) as Registered Merit Reporter (RMR), Registered Diplomate Reporter (RDR) or Certified Realtime Reporter (CRR).
- Experience in business litigation.

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.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.
- Ability to deliver clear communication, both orally and in writing.

Employment Conditions:

- Regular attendance required during normal working hours of Monday – Friday, 8am-5pm. The court may allow work from home office if there are no scheduled in-person hearings.
- Must have flexibility to work past 5 pm when needed.
- 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 both in-person and 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.