



**HARDIN COUNTY
HUMAN RESOURCES DEPARTMENT
DEBBIE MENDISABAL, DIRECTOR**

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Court Reporter – 356th District Court

JOB DESCRIPTION: Attends all sessions of the court. 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, and exceptions to the rulings. Takes full shorthand notes of closing arguments if requested to do so by the attorney or a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings. Read portions of shorthand notes to resolve disputes of testimony, argument, or matters of law upon request of the trial court. Files all exhibits or necessary documents with the clerk of the court. Preserves all shorthand notes for future reference, as per statutory guidelines. Furnishes a verbatim transcript, as per statutory guidelines, of the reported evidence, including necessary exhibits or documents, or other proceedings, in whole or in part, utilizing his/her expertise of one of the following means: computer-aided transcription equipment; ability to perform real-time transcriptions; typewriter dictation equipment through services of reporter-employed note reader; certifies to the accuracy of the verbatim transcript produced, as per statutory guidelines. Performs such other related duties as may be assigned.

QUALIFICATIONS: High school diploma or GED; attendance of or graduation from a Court Reporting College or Court Reporting School; Associates Degree in Applied Science for Court and Conference reporting preferred. Must be a currently Certified Shorthand Reporter as recognized by the Supreme Court of Texas. Must have at least two (2) years experience as a full-time Certified Shorthand Reporter. Must possess the ability to deal with Supreme Court Justices, Appellate Court Justices, District Court Judges, County Court Judges, Court Master, Attorney, Parties to a lawsuit, Jurors, and the Public. Must have extensive knowledge of Appellate Court rules pertaining to the duties of his/her office. Must have knowledge of legal and medical terminology. Must have general knowledge of the court system.

SALARY: **Depending on experience**

BENEFITS: **Fringe benefit package**

SUBMIT ONE OF OUR **Email: debbie.mendisabal@co.hardin.tx.us**
COMPLETED APPLICATIONS TO: **Fax: (409) 246-5139**
 Hand Deliver: HR Department, Room B 107
 Or mail to: Hardin County – HR Department
 P O Box 817
 Kountze, TX 77625

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139