

# **Court Reporter for County Court at Law #2**

## **Must have completed a Court Reporting Education Program**

Record verbatim proceedings of courts, using computerized recording equipment and/or electronic stenograph machines. Take notes in shorthand or use a stenotype or shorthand machine that prints letters on a paper tape. Record symbols on computer storage media and use computer aided transcription to translate and display them as text. Provides transcripts of proceedings upon request of judges, lawyers, or the public. Transcribe recorded proceedings in accordance with established formats. Will document and/or record information. Enters, transcribes, records, stores, or maintains information in written or electronic/magnetic form. Develops specific goals and plans to prioritize, organize, and accomplish work.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Knowledge computer hardware and software. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the political process. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Able to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Able to communicate effectively in writing as appropriate for the needs of the audience. Able to read and understand written sentences and paragraphs in work related documents. Able to manage own time and the time of others. Able to monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action. Has the ability to communicate information and ideas in writing so others will understand. Has the ability to concentrate on a task over a period of time without being distracted.

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Self - Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**Starting Salary: DOE + Benefits**

**Benefits include:** 100% county-paid employee medical and dental insurance, paid life and disability insurance, retirement, and paid vacation/sick time.

**If you wish to apply for more than one job at Taylor County, please use a separate application for each one.**

Applications will be accepted in the Human Resources Office, 2<sup>nd</sup> floor, Taylor County Courthouse, 300 Oak Street, Suite 205, until position is filled. Office hours are 8-12/1-5 Monday – Friday.

EOE/ADAAA