



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	District Court - Pool Court Reporter	<b>Job Number</b>	608-0895-060121
<b>Department Head</b>	Administrative District Judge	<b>Date Open</b>	June 01, 2021
<b>Salary Range Minimum</b>	\$6,460.00 Monthly	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- High School diploma
- Experiences as a stenographer reporter recording and transcribing verbatim proceedings in a court system.
- Successful completion of a court reporting education program, including supervised internship.

### Other Qualifications, Certificates, Licenses, Registrations

- Current Certified Shorthand Reporter (CSR) license from the Supreme Court of the State of Texas. This includes a minimum of 10 hours of continuing education (including a minimum of 2 1/2 hours in Ethics/Rules) every 2 years as required to maintain license.
- Membership in the National Court Reporter's Association and the Texas Court Reporter's Association is preferred.

### Responsibilities

- Makes verbatim records of trials and legal proceedings.
- Produces an accurate typewritten Reporter's Record, in the format required, by the Texas Uniform Format Manual and if applicable, files the Reporter's Record with the Court of Appeals, Court of Criminal Appeals or Texas Supreme Court by the due date.
- Acts as custodian of all admitted exhibits during trial, and upon completion of trial, files all admitted exhibits with the clerk of the court or law enforcement agency as required.
- Prepares and files monthly with the Local Administrative District Judge and the Court of Appeals the amount of work that has been ordered to be transcribed.
- Prepares and maintains a tracking method to document venue, case number, date of proceedings and participants involved.
- Preserves records for future reference for three years from the date on which they were taken in civil cases and fifteen (15) years on felony cases above a state jail felon.
- Any other duties as assigned.

### Summary

Under general supervision of the Local Administrative District Judge the District Court Reporter performs a variety of court reporting duties for the Hays County District Courts. The duties involve compiling court records by taking a verbatim record of court proceedings in phonetic shorthand using a stenotype machine, maintaining the records for future use.

**Individuals in this position serve at the pleasure of the current elected official.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**