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| Job Title: | Court Reporter | | Immediate Supervisor: | Judge Bill Harris |
| Department/Group: | County Court at Law | | FLSA Status: | Full-Time, Non-exempt |
| Salary Range: | $107,000 annual salary | | Date posted: | May 12, 2025 |
| Payroll Contact: | Michele Creighton | | Posting Expires: | May 22, 2025 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County HR at 903-737-2486 to request assistance. | | | | |
| Applications can be picked up at the HR/Payroll Office or on the website http://www.co.lamar.tx.us | | | | |
| E-mail:  [lamarcohr@co.lamar.tx.us](mailto:lamarcohr@co.lamar.tx.us)  Attention: Court Reporter | | Mail:  Lamar County HR/Payroll Office  Attn: Michele  119 N Main Room 110  Paris, TX 75460 | | |
| Job Description | | | | |
| Summary  This position performs a variety of court reporting duties for the County Court at Law and is responsible for compiling court records by taking and preserving a verbatim record of Judicial court proceedings in phonetic shorthand using a stenotype machine and maintaining accurate records for future use as in accordance with the 6th Court of Appeals. This position reports directly to the County Court at Law Judge, works primarily in a courtroom setting, and has a significant impact on the operation of the Court.  Duties and responsibilities   * Makes and preserves verbatim records of all civil, criminal & juvenile County Court at Law trials and legal proceedings; produces an accurate Reporter’s Record, in the printed and/or electronic format required of any court proceeding requested by any party; and if applicable, files the Reporter’s Record with the Court of Appeals by the due date; * Acts as custodian and maintains the integrity of all admitted exhibits entered into evidence during trial; upon completion of trial, files all admitted exhibits with the Clerk of the Court; * Preserves records for future reference for a minimum of three (3) years for civil and misdemeanor cases, from the date on which they were taken; * Ensures completion of Continuing Education Units (CEU’s) every two (2) years as required to maintain Certified Shorthand Reporter (CSR) license; * Works as part of a team and maintains a cooperative, helpful attitude towards co-workers, elected officials, and the general public; * Maintains confidentiality and security for all County Court at Law information and systems. * Performs other job-related duties and minimal secretarial duties as directed by Judge.   Lamar County Court Reporter Pg. 2  NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.  REQUIRED EXPERIENCE, EDUCATION, and LICENSING  Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.  **Experience:**  Experience as a stenographer reporter, recording and transcribing verbatim proceedings in a court system; Experience working in the legal/judicial/criminal justice environment (preferred); Experience in legal research activities (preferred); Bilingual in Spanish (preferred).  **Education:**  Successful completion of a court reporting education program, including supervised internship; High School graduation or its equivalent.  **Licensing:**  Current Certified Shorthand Reporter (CSR) license from the Supreme Court of the State of Texas, including a minimum of 10 hours of continuing education (including a minimum of 2 l/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.  Working Conditions   1. Flexible working hours. 2. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs. | | | | |  |  |  |