



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 496.2

Job Title: **COURT REPORTER**

Pay Grade: 19

GENERAL SUMMARY:

Serves as the official recorder and records custodian for trials and appeals under the jurisdiction of the Municipal Courts Department.

RESPONSIBILITIES:

- Provides verbatim recordings of court proceedings by means of the stenographer method, manual shorthand, closed microphone recording and/or direct recording at the Court's discretion.
- Transcribes proceedings into written form to provide official records for the court.
- Verbally translates portions of the proceedings before the court, jury and/or attorneys upon request.
- Types court records, correspondence, etc., as designated by the judge.
- Other job-related duties as assigned by the supervisor.

SPECIFICATIONS:

KNOWLEDGE:

Requires High School Diploma or GED

EXPERIENCE:

No experience is required.

LICENSE REQUIRED:

Valid Court Reporters Certification licensed by the Judicial Branch Certification Commission (JBCC) of the State of Texas.

Must Pass a State and Federal Criminal History Background Check.

Must maintain updated licensing / certifications from the JBCC

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences which could be accompanied by invalid or deficient court and trial records. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with legal professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position requires sitting for extended periods of time during trial transcription, stooping or bending with transcribing equipment.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make fairly complex coordinated and sequenced motor movements in response to quickly changing external stimuli.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Court Reporter

Effective Date: October 1990

Revised Date: March 2021