

Job Announcement

Job Title: Official Court Reporter - 143rd Judicial District Court
Annual Salary Range: \$ 95,000 - \$ 110,000
Main Office Location: Ward County Courthouse
Monahans, Texas

About the Position

- The official court reporter is responsible for all hearings and court proceedings, both in person and via Zoom.
- The 143rd Judicial District includes Loving, Reeves and Ward counties. An official court reporter is a sworn officer of the court and holds office at the pleasure of the court.
- The court reporter, under general supervision, makes a verbatim record of court proceedings, produces transcripts, maintains and retrieves files, assists the public and performs general secretarial duties.

Knowledge, Skills and Abilities

- A person may not be appointed an official court reporter unless the person is certified as a shorthand reporter by the Texas Supreme Court and certified by The Court Reporters Certification Board. Certification must be renewed every two years.
- The court reporter must have a valid Texas class C driver license.
- Two or more years' experience in court reporting operations is preferred.
- Regular attendance and timeliness are required.

Work Environment

- The court reporter will be working in various courthouses in Monahans, Pecos, and Mentone as needed.

Typical Hours of Work

- 8:00 am – 5:00 pm or longer as required by the court.

Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the official court reporter position.

**** To apply, email resume and letter of interest to: ****

crtadm143@co.ward.tx.us