

**JOB OPENING**  
**COURT REPORTER**  
**229<sup>TH</sup> JUDICIAL DISTRICT COURT**

**POSITION: Court Reporter – Starr, Jim Hogg and Duval County Texas**

The 229<sup>th</sup> Judicial District Court presides in Starr (Rio Grande City), Jim Hogg (Hebbronville) and Duval (San Diego) counties, with the county seat being Starr County. The position requires travel to the adjoining counties every two weeks.

**SALARY: Minimum \$90,000.00 a year, fulltime**

**JOB SUMMARY:**

- Maintains an accurate record of all court proceedings
- Attends all court hearings to take and record court proceedings
- prepares court records as requested by counsel and/or parties involved
- Maintains transcripts according to retention schedules
- Logs and files exhibits offered during proceedings
- Prepares and complies with deadlines; proofreads, corrects and indexes records
- Reads back requested testimony during court
- Maintains and updates computer data and software
- Attends seminars/conferences as required
- Performs other duties assigned

**MINIMUM QUALIFICATIONS / REQUIREMENTS:**

- Certification/Licensing from the Texas Judicial Branch Certification Commission
- Experience as per the candidate
- Knowledge of Code of Judicial Conduct
- Knowledge of Computers and job-related software
- Ability to communicate in English and Spanish

**PREFERRED REQUIREMENTS: (Not Required)**

- Candidates must be competent, efficient, and have the experience, necessary training, and education in Court Reporting with adequate and appropriate equipment in order to produce accurate, timely, appropriately bound and indexed transcribed testimony from witnesses.
- Candidates must be punctual and present at relevant proceedings, demonstrate a professional demeanor, and provide all the necessary equipment and materials to perform their duties and accomplish the deliverables.
- Candidates must be proficient in English in order to read portions of the transcript during the proceedings at the request of counsel or other presiding body and if asked, clarify inaudible statements.
- Candidate must have the flexibility to accommodate any turn-around requested by the Court.

- Work products shall be thorough, accurate, appropriately documented, and comply with established criteria.
- Candidate/employee, in the performance of their respective responsibilities, shall conduct themselves in the highest possible standards of ethical and business conduct.
- It is preferred that candidate reside within the district of the 229<sup>th</sup> District Court-but this requirement may be waived.
- Pre-employment criminal background investigation.

**FAIR LABOR STANDARDS ACT (FLSA) STATUS: Exempt (Salary)**

**SUPPLEMENTAL INFORMATION:** Please submit all applications with a cover letter, resume, and references to 229<sup>TH</sup> DISTRICT JUDGE HONORABLE BALDEMAR GARZA 401 N. Britton Ave. Suite 303, Rio Grande City, Texas 78582. Applications will be accepted until position is filled. The 229<sup>th</sup> District Court is located at the Starr County Courthouse, Second Floor, Rio Grande City, Texas 78582.

Starr County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.