

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: January 22, 2019
DEADLINE: Until Filled

POSITION: COURT REPORTER

JOB LOCATION: Cameron County 107th District Court
(974 E. Harrison St., Brownsville, TX)

SALARY: \$ 94,077.00 per year

QUALIFICATIONS: Graduation from High School or General Education Development (GED) Certificate plus training and/or experience which provides the required knowledge, skills, and abilities to perform fundamental duties. Must hold a current certification as a Certified Shorthand Reporter through the Supreme Court of Texas, and must keep certification current; Must perform real-time court reporting and have all necessary equipment and software for said court reporting. Knowledge and ability to apply correct English grammar, spelling, and punctuation, including legal and medical terminology; ability to establish and maintain effective working relationships with the District Clerk's office and all parties involved in a case; knowledge of courtroom and legal terminology, and familiarity with courtroom procedures. Must have a valid Texas Driver's License.

DESCRIPTION OF DUTIES: This is a responsible non-supervisory position. Duties include reporting all proceedings in the court and preparing an accurate transcript of the proceedings for appeal or future court use when requested, including all physical evidence offered and received during the trial of the case. Real-time court reporting of all requested proceedings will be provided to the Court. Assists other district court reporters when needed. Performs other related duties as required. This is not a Civil Service covered position.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

This position will be available beginning 03/01/2019.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER