

## **JOB ANNOUNCEMENT**

THE POLK COUNTY HUMAN RESOURCES OFFICE IS NOW ACCEPTING  
APPLICATIONS FOR THE POSITION DESCRIBED BELOW:

\*POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER\*

### **JOB TITLE: ONE (1) FULL TIME COURT REPORTER POLK COUNTY 258TH DISTRICT COURT**

#### **SUMMARY OF POSITIONS:**

Records and accurately transcribes all court proceedings.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* hand machine shorthand theory.

*Ability to:* meet standards established for certification as a Certified Shorthand reporter through the Supreme Court of Texas (180-225 words per minute, depending upon the nature of dictation, scoring at least 95% accuracy on this portion of the certification exam); general knowledge of Texas law as well as of proper court procedure (scoring at least 75% accuracy on this portion of the certification exam); and apply correct English punctuation, spelling, and vocabulary, including legal and medical terminology; establish and maintain effective working relationships with the employees of the District and County Clerks' Offices and all parties involved in a case; and maintain appropriate necessary certifications.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus graduation from court reporting school and experience sufficient to permit certification as a Certified Shorthand Reporter by the Supreme Court of Texas;  
*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### **CERTIFICATES AND LICESES REQUIRED:**

Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (VCTA, Government Code, Sec. 52.023)

**APPLICATIONS WILL BE TAKEN: ON MONDAY, MARCH 11, 2019 UNTIL FILLED ON THE OFFICAL FORM. APPLICATIONS AND ADDITIONAL INFORMATION CAN BE OBTAINED BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. BY CONTACTING:**

**POLK COUNTY HUMAN RESOURCES  
602 EAST CHURCH STREET SUITE 105  
LIVINGSTON TEXAS, 77351  
PHONE: 936 327-6802 \* FAX: 936 327-6879  
OR [www.co.polk.tx.us](http://www.co.polk.tx.us) UNDER JOB POSTINGS**

\*For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not account potential reasonable accommodations.