

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resources Department, 900 S. Polk, Suite 705, Amarillo, TX 79101. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: **OFFICIAL COURT REPORTER**

JOB REQUIREMENTS: Must be certified as a shorthand reporter by the Supreme Court of Texas
Must provide own Stenography machine, computer-aided transcription software, and lap-top
Minimum of one-year experience
Real-time ability for the Judge
Comply with Code of Ethics for Certified Shorthand Reporters
Typing 80 WPM accurately
Proficient with Microsoft Office/Word Processing skills
Familiar with or learn Odyssey Case Management software and Texas e-file
Must have legal knowledge of Texas Law
Above average verbal and non-verbal communication skills
Ability to handle large volume of work in moderate to high-stress conditions with minimum supervision

JOB DUTIES:

- 1) Take full shorthand notes of proceedings before the Court
- 2) Preserve shorthand notes pursuant to Texas Law
- 3) Produce transcripts of proceedings as requested
- 4) Mark for identification exhibits admitted in proceedings and file with appropriate clerk of Court
- 5) Assist in maintaining the court's files
- 6) Assist in preparing judgments, orders, and other documents as directed
- 7) Act as a liaison between the court and the public, and project a positive image of the court
- 8) Assist Court Coordinator with telephone inquiries and receptionist duties
- 9) Act as liaison between the Judge and Court Coordinators, as necessary, to promote cooperation and assistance among the courts
- 10) Assist other court personnel as necessary
- 11) Other duties assigned by the Judge

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: bending, carrying, crouching, filing, lifting, drawing, handling, hearing, holding, inserting, sitting, sorting, threading, walking, squatting, typing, stooping, standing

STARTING SALARY: \$80,000 -109,840.80 per year DOE

RESUME REQUIRED

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES”