



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: December 2, 2014

Closing Date: Until Filled

Job Listing Identification Number: OCA-CPC-212-15-06

State Classification Number and Step: 3559/B22

State Job Title: Hearings Reporter

FLSA Status: Exempt Non-Exempt

Agency Job Title: CPC Coordinator/Reporter

Location: covers Hunt, Kaufman, Rains, Van Zandt, Woods, Titus, Morris, Camp, Upshur, Marion, Rusk, Cherokee, Panola and Shelby counties (varies as workload changes)

Monthly Salary Range: \$4,655.59

Type of Job: Full Time Part Time

Remarks:

Travel Required: Yes 60% or more No

Job Description: Performs complex stenographic or court reporter work, routine program administration work and relatively complex administrative/technical assistance work for an associate or visiting judge(s) who handles Child Protective Services cases. Work involves recording and transcribing verbatim testimony and statements at hearings; preparing reports to determine the effectiveness of the court; assisting in evaluating program activities; scheduling, tracking and managing cases and assisting in courtroom proceedings to ensure that CPS cases are completed within time frames established by law and assisting in developing schedules and standards for achieving program goals. Work is performed under the general supervision of the associate/visiting judge(s) and/or the presiding judge of the administrative judicial region with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Proficiently operate automated case management software program by entering case information data and generating standard and ad-hoc reports.
- Record and transcribe verbatim testimony and statements taken at court proceedings and preparing certified record of the same.
- Schedule, track and manage cases, and assist in courtroom proceedings to ensure that Child Protective Services cases are completed within time frames established by law.
- Prepare special and annual reports documenting the case disposition rate of the court and pertinent statistical analysis.
- Prepare annual report with in-depth statistical information regarding case data.
- Generate reports to monitor and evaluate compliance with case disposition time frames.
- Assist in the development of local administrative policies, procedures, and program guidelines and in analyzing and seeking solutions to problems.
- May develop special administrative analyses and summaries of reports for review by associate judge or presiding judge of the administrative judicial region.
- Prepare routine and special correspondence, hearing notices, reports, forms and documents.
- Develop, coordinate, and maintain record keeping and filing systems.
- Communicate with area judges, attorneys, Child Protective Services staff, Court Improvement Project

staff, CASA volunteers, district clerks and court coordinators regarding case settings and other matters.

Minimum Qualifications:

- High School Diploma or GED Equivalent.
- Certified as a shorthand reporter in the Judicial Branch Certification Commission.
- Experience in hearings reporter work and proficiency with reporting writing machines and software.
- Knowledge of legal and technical terminology, business English and spelling, hearing procedures, the use of legal records.
- Knowledge of child protection cases.
- Skill in the use of computer equipment and word processing software.
- Ability to master automated case management systems.
- Ability to take and transcribe dictation; to report verbatim testimony; and to make transcription of stenographic notes.
- Ability to acquire working knowledge of the statutes and rules under which the court operates and ability to give information concerning cases.
- Experience in office practices and administrative procedures in the legal/judicial field preferred.

Employment Conditions:

- Sit for long periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.

Send completed State Job Application Form to Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/463-1648. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled at a date and location to be determined by Presiding Judge Mary Murphy.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.