Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: November 9, 2026
Job ID Number: 108108
State Classification: Project Manager V
Functional Title: Court Reporter
Annual Salary: $127,000.08 - 132,500.04
Remarks: Salary commensurate with qualifications and experience.

Closing Date: November 23, 2026
Class Code / Salary Group: 1562 / B28
FLSA Status: Non-Exempt
Location: McKinney, TX
Type of Job: Full Time
Travel Required: Yes up to 25%
Travel will be required if the court holds a trial or hearing outside of the division.

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our website.

JOB DESCRIPTION:

Performs highly advanced (senior-level) project management work, specifically court reporting in complex civil litigation for the First Division of the Business Court of Texas. This position will be in a pool of court reporters. While this position will be primarily serving the First Division, they may be assigned to cover hearings in other divisions based on court reporter availability. Court reporting work is performed in-person and, when permitted by the court, using videoconference technology. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Attends in-person or remote court sessions, as requested by the court, and makes a verbatim record of oral testimony offered during a hearing, including objections made to the admissibility of evidence, court rulings, remarks on the objections, and exceptions to the ruling.
- Transcribes testimony utilizing a reporting software system that includes real-time capability and prepares transcripts taken at court hearings in accordance with established uniform formats.
- Provides accurate transcripts of the reported evidence or other proceedings, in whole or in part, upon request in a timely manner.
- Provides rough draft transcripts to the court on request.
- Oversees and maintains logs and files exhibits offered during proceedings.
- Assists management with developing department policies, procedures, standards, and manuals as it relates to court reporting, transcript production and other applicable material for the courts.

- May be required to attend continuing education seminars and training as needed.
- Performs related work as assigned and complies with all Office of Court Administration and Texas Business Court policies.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED from an accredited institution.
- Five years of full-time experience in providing court reporting with machine shorthand or oral stenography.
- Licensed and in good standing as a Certified Shorthand Reporter (CSR) by the Judicial Branch Certification Commission.
- Experience providing expedited transcripts.
- Experience working with Microsoft Office Suite including Outlook and OneDrive.
- Experience with Adobe Pro.

PREFERRED QUALIFICATIONS:

- Experience in preparing court reporter records for the appellate courts.
- Working knowledge of Thomson Reuters Case Center.
- Working knowledge of Zoom videoconference platform.
- Certification through the National Court Reporters Association (NCRA) as Registered Merit Reporter (RMR), Registered Diplomate Reporter (RDR) or Certified Realtime Reporter (CRR).
- Experience in business litigation.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the Texas judicial system.
- Knowledge of Judicial Branch Certification Commission laws, rules, and procedures relating to Certified Shorthand Reporters.
- Knowledge of the Code of Ethics for Certified Shorthand Reporters.
- Knowledge in backup electronic recording devices, equipment, and technology
- Knowledge of stenography and the use of stenographic dictionaries.
- Skilled in the preparation of clear and precise verbatim records.
- Ability to manage concurrent projects, tasks or transcript orders to meet deadlines and adapt to changing priorities and deadlines.
- Ability to develop, monitor, and communicate multiple calendars and meeting invitations in Microsoft Outlook.
- Ability to deliver clear communication, both orally and in writing.

EMPLOYMENT CONDITIONS:

- Regular attendance required during working hours of M-F 8am-5pm. The court will allow work from home office if there are no scheduled in-person hearings.

- Must have flexibility to work past 5pm when needed.
- Regular travel will be required. Valid Texas driver's license required.
- Must sit for extended periods of time.
- Operates standard office equipment and software.
- Continuing education hours must be current on a pro-rata basis relative to hire date.
- Attire and decorum in remote court hearings must be commensurate with an officer of the court.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through CAPPS Careers and include a resume. Resumes will NOT be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under "Occupational Category" for the respective Class Title.
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in 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 to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.