

Position: Official Court Reporter/Court Administrator - Austin County Court at Law

Location: Bellville, Texas, Austin County

Salary: The Full-Time with benefits position pays around \$60,000.00

Administers the non-judicial operation of the Court at Law including, but not limited to direct supervision of all non-judicial personnel within the department; daily administrative affairs, coordinates operations between the Court at Law and other public departments and private entities; provides certified shorthand reporting services for all proceedings before the Court.

QUALIFICATION: Certified Shorthand Reporter

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinate departmental activities with the public, attorneys and their staff, law enforcement personnel, jurors, parties, judicial staff, vendors and officials.

Manage court activities such as setting cases, preparing daily dockets, pulling files and being familiar with case status.

Ensure proper staffing such as scheduling bailiffs, interpreters, visiting judges, ad litem attorneys and counselors.

Coordinate all aspects of jury duty and selection.

Maintain the law library by ordering, receiving and updating publications.

Participate in continuing education programs with court administration, as well as court reporting.

Prepare a monthly and yearly court calendar.

Update county network daily with newly scheduled hearings and post results when hearing is completed.

Prepare judgments in criminal misdemeanor cases.

Report all courtroom proceedings and provide a reporter's record of hearings when requested.

Maintain office supplies as needed.

Applications located at www.austincounty.com.

Completed application and resume to be sent to Judge Daniel Leedy, 1 East Main Street, Bellville, TX 77418, or e-mail to ccl@austincounty.com no later than March 6, 2019.

Austin County is an Equal Opportunity Employer.