

**AUSTIN COUNTY COURT AT LAW
JOB DESCRIPTION**

JOB TITLE: Court Administrator/Court Reporter

DEPARTMENT: Austin County Court at Law

REPORTS TO: Presiding Judge

SUMMARY: 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.

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.

CERTIFICATES/REGISTRATIONS: Certified Shorthand Reporter