



Court Reporter

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COURT REPORTER I	3559	B22	\$57,614 - \$93,138
COURT REPORTER II	3560	B24	\$65,104 - \$106,634
COURT REPORTER III	3561	B26	\$76,530 - \$129,430

GENERAL DESCRIPTION

Performs court reporter work involving recording and transcribing verbatim testimonies at hearings and in other legal settings.

EXAMPLES OF WORK PERFORMED

Attends remote and in-person court sessions and records oral testimony offered during a hearing, including objections made to the admissibility of evidence, court rulings, remarks on the objections, and exceptions to the rulings.

Records depositions and other proceedings.

Transcribes testimony taken at hearings and other proceedings in accordance with established formats.

Verifies the accuracy of transcripts and rulings in accordance with established policies and procedures.

Provides transcripts of the reported evidence or other proceedings, in whole or in part, upon request.

Maintains logs and files exhibits offered during proceedings.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

Note: *Employees at the journey levels may independently perform the full range of work listed in the examples and may assist others in performing work of greater complexity.*

COURT REPORTER I: Performs complex (journey-level) court reporter work involving recording and transcribing verbatim testimonies at hearings and in other legal settings. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

Note: Any senior-level employee (levels II-III) can serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the complexity of the work performed; and the employee's related experience, education, and certifications.

COURT REPORTER II (Added 9-1-2025): Performs highly complex (senior-level) court reporter work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Create reports for court management on transcript production metrics, case backlogs, or areas for operational improvement.
- Provide expertise to judges, attorneys, and court staff on the proper recording and transcription of legal proceedings, including advising on best practices and legal standards.
- Review transcripts created by other reporters for accuracy, completeness, and adherence to legal and procedural guidelines.
- Develop procedures, program policies, best practices, and manuals for court reporting standards.

COURT REPORTER III (Added 9-1-2025): Performs advanced (senior-level) court reporter work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may be assigned to high-profile, multi-party, or the most complex cases. Reviews transcripts created by other reporters for accuracy, completeness, and adherence to legal and procedural guidelines.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in machine shorthand or oral stenography as a court reporter. Graduation from a standard senior high school or equivalent is generally required, along with additional study in court reporting procedures. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Texas judicial system, legal and technical terminology, hearing procedures, legal records, and of stenography and the use of stenographic dictionaries.
- Skill in active listening, in the use of a computer and applicable software, and in the operation of recording equipment.
- Ability to listen to and understand information and ideas, to take and transcribe dictation, to report verbatim testimony, to make transcriptions, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be a certified shorthand reporter (CSR) in Texas by the Judicial Branch Certification Commission (JBCC) or possess other licensure authorized by the JBCC for the making of a record of a court hearing.