



Hearings Reporter

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HEARINGS REPORTER	3559	B22	\$54,614 - \$88,703

GENERAL DESCRIPTION

Performs advanced (senior-level) hearings reporter work involving recording and transcribing verbatim testimonies at hearings and in other legal settings. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Attends 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.

Prepares notices of hearings, files transcriptions, and assembles documents for use at hearings.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in hearings reporting work. 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 legal and technical terminology, administrative procedures, business English and spelling, hearing procedures, and the use of legal records.
- 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.