



# Hearings Reporter

Salary Group: B22

Class Code: 3559

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HEARINGS REPORTER	3559	B22	\$51,614 - \$84,479

## GENERAL DESCRIPTION

Performs advanced (senior-level) hearings reporter work. Work involves 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 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, of administrative procedures, of business English and spelling, of hearing procedures, and of the use of legal records.

Skill in active listening, in the use of a computer and applicable software, and in 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.