



# **MONTGOMERY COUNTY JOB POSTING NOTICE**

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

<b>DEPARTMENT:</b>	County Court at Law No. 3	<b>JOB GRADE:</b>	N/A
<b>JOB TITLE:</b>	Court Reporter	<b>ANNUAL SALARY:</b>	\$98,134.40
<b>LOCATION:</b>	301 North Main, Suite 110, Conroe, Texas 77301	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday through Friday, 8:00am to 5:00pm		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

### **Education, Experience and Skill Requirements**

- Must have Texas CSR certification
- Real-time proficiency is preferred
- Eclipse CAT software is provided and required to be used in the courtroom
- Adhere to the Judicial Branch Certification Commission Rules and Code of Ethics
- Maintain required continuing education and certification
- Must be team oriented

### **Primary Job Duties**

- Attend all sessions of the court
- Taking verbatim shorthand notes of proceedings
- Serve as custodian of exhibits
- Reporter's Record & Meet deadlines with the Court of Appeals
- Additional office assistance as required

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	429-7500-2	Requisition No:	3397
Date Posted:	04-16-2024	Equal Employment Opportunity Employer	