

**ORANGE COUNTY, TEXAS**  
**JOB POSTING**  
**Court Reporter/128<sup>th</sup> District Court**

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit [the ONLINE Application at co.orange.tx.us](http://co.orange.tx.us).

- ☐ **POSITION:** Official Court Reporter
- ☐ **DEPARTMENT:** 128<sup>th</sup> District Court
- ☐ **SALARY:** \$101,811.40 Annually

**SUMMARY:** The 128<sup>th</sup> District Court is seeking a certified official court reporter to provide accurate verbatim records of court proceedings, produce official transcripts, and maintain and retrieve data as required by law. This position is under the direction of the presiding judge and works with court staff to ensure the integrity of the official record in compliance with Texas Law and certification standards.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Makes verbatim records of trials and legal proceedings. Produces an accurate typewritten Reporter's Record, in the format required of any court proceeding requested by any party, and if applicable, files the Reporter's Record with the Court of Appeals by the due date. Acts as custodian of all offered or admitted exhibits during trial, and upon completion of trial, files offered or admitted exhibits with the clerk of the court. Is familiar with the procedures for uploading video and electronic evidence to the Court of Appeals. Is familiar with rules of confidentiality and sealing of records pertaining to certain victims of violent crime. Prepares and maintains a tracking method to document venue, case number, date of proceedings and participants involved. Preserves records for future reference as mandated by the legislature. Responds to inquiries from attorneys and litigants regarding transcript requests. Has a working knowledge of Zoom, Teams and other videoconferencing applications. Maintains and updates computer data and software. Maintains courtroom supplies. Attend seminars as required. Knowledge of the Code of Judicial Conduct pertaining to activities of court personnel. Knowledge of the Texas Judicial Branch Certification Commissions policies and procedures regarding maintaining a current certification at all times. Other duties may be assigned to help the overall efficiency of the Court.

**REQUIREMENTS:** High school diploma or equivalent. Possess and maintain a mandatory license issued by the Judicial Branch Certification Commission (as delegated by the Texas Supreme Court) as a Certified Shorthand Reporter. Maintain continuing education hours pursuant to the rules promulgated by the Texas Supreme Court. Must have at least 2 years of experience as a court provider and provide own equipment.

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

**“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.**

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. DO NOT CONTACT THE DEPARTMENT.

POSITION POSTED: February 11, 2026

POSTING ENDS: until filled