

WILLACY COUNTY
EMPLOYMENT OPPORTUNITY

Date: 5/28/19
Dead line: Until Filled

POSITION: Certified Court Reporter

JOB LOCATION: WILLACY COUNTY- 197TH District Court, Willacy County Administrative Building
576 West Main Street Raymondville, Texas 78580

QUALIFICATIONS: High School diploma or GED, Certificate plus training and/or experience which provides the required knowledge, skills, and abilities to perform fundamental duties. Must hold a current certification as a Certified Shorthand Reporter through the Supreme Court of Texas, and must keep certification current and have all necessary equipment and software for said court reporting.

DISCRIPTION OF DUTIES: This is a responsible non-supervisory position. Duties include reporting all proceedings in the court and preparing an accurate transcript of the proceedings for appeal or future court use when requested, including all physical evidence offered and received during the trial of the case. Perform other related duties as required.

HOW TO APPLY: Submit resume at the 197th District Court, Willacy County Administrative Building @ 576 West Main Street Raymondville, Texas 78580

CONTACT: Veronica Caballero @ 956-689-6250 or 956-689-2095