



POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners

FROM: Fern Caddenhead, Human Resources Director

RE: Revision of Personnel Management Systems Book 1

DATE: December 5, 2023

**Book 1: Polk County Personnel Management System Job Inventories,
Job Description-Book 1**

Polk County Inventory Book 1

1106 Court Recorder - New Job Description

Job Description: COURT RECORDER

CLASS NO. 1106

EEOC CATEGORY: Administrative Support

PAY GROUP: UNCLASSIFIED

FLSA: Non-exempt

SUMMARY OF POSITION:

Maintaining an accurate record of all court proceedings.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** Judge of the appropriate court
2. **Directs:** This is a non-supervisory position.
3. **Other:** Contact with the District and County Clerk's offices and all parties involved in trying a case in District Court, County Court at Law or the County Court, including witnesses, attorneys, members of the jury, defendants, prosecutors, and spectators.

EXAMPLES OF WORK:

Essential Duties*

Captures audio of legal proceedings using professional level recording multi-channel digital systems, mixers, and microphones, while simultaneously making detailed, legible, synced notes, pursuant to Texas Rules of Appellate Procedures 13.1 and 13.2

Assigns separate, discrete sound channels to case participants to avoid party overlap in speech and ensure voice isolation. Monitors and adjusts mixer/recording levels as needed to ensure a clear record.

Maintains an accurate record of all trial proceedings and hearings; complies trial and hearing worksheets.

Coordinates deadlines for all Appellate Records, as applicable.

Perform as a liaison for all requested transcripts of hearings.

Reconciles daily court activity and decision of court hearings.

Responsible for taking down notes in proceedings and creating log notes of speaker identification and key words.

Logs and files all exhibits with the Clerk of Court

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

12/2023

Maintains records according to retention guidelines.

Performs related work as assigned by the Court; assisting in docket management, generating DWOP reports, delinquent reports and assisting staff and attorneys.

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must be adept at computer software and technology, its maintenance and upkeep and operation.

Must have ability to develop an expertise on multi-channel digital court recording software and equipment.

Ability to maintain professionalism in court proceedings containing graphic or emotional criminal or civil case details.

Ability to maintain concentration.

Good interpersonal and communication skills, and excellent organization skills

Ability to research and verify case citations, spelling of specialized terms (i.e., medical, legal, technical” and capture correct party identification.

Must be able to organize, keep track of, and manage trial and hearing exhibits and file same with the clerks of court.

ACCEPTABLE EXPERIENCE AND TRAINING:

Associate degree or equivalent job experience in this field.

CERTIFICATES AND LICENSES REQUIRED:

Associate degree or equivalent job experience in this field.

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