

**Bucks County Court of Common Pleas
Full-Time Official Court Reporter**

Bucks County has an immediate opening for an Official Court Reporter in the Court of Common Pleas in Bucks County, Pennsylvania. This full-time position includes full benefits, including medical, dental, paid vacation, sick leave, holidays, and participation in the County of Bucks' pension program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Record verbatim testimony in courtroom proceedings using a stenotype machine and computer-aided transcription software. Accurately transcribe verbatim testimony of civil, criminal, orphans' court and other miscellaneous proceedings and prepare a complete and accurate transcript of such proceedings as requested.

- Must possess realtime-writing capability. The reporter is required to be on the most-current version of editing software to enable setting up a realtime session in the courtroom and providing the same to the Court.
- Certify the accuracy of transcriptions.
- Be capable, when called upon, to read from stenographic notes.
- File and answer correspondence in a timely fashion using Microsoft Word.
- Produce accurate and timely reports to Chief Court Reporter.
- Maintain accurate financial records, files, and schedules for all court proceedings and be able to produce them when called upon to do so. Must have working knowledge of Microsoft Excel.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or equivalent.
- Graduate of an accredited court reporting school with certificate/degree that applicant takes verbatim dictation at 180 wpm (literary); 200 wpm (jury charge); and 225 wpm (Q & A). Preference given to candidates with RPR and CRR certifications. In-house testing is required of all candidates.
- Excellent English, grammar and punctuation skills.
- Considerable knowledge of office management and recordkeeping procedures.
- Extensive knowledge of legal and medical terminology.
- Minimum of two years court-reporting experience including realtime.
- Reporter to own computer-aided stenotype machine, laptop computer and CAT software. Must maintain all equipment in excellent working order and keep said equipment and software up to date during tenure of employment.

To apply, please submit a letter of interest and resume with references to:

kbray@buckscounty.org

or to

Kathryn M. Bray, Chief Court Reporter
Bucks County Justice Center. 6th Floor
Doylestown, PA 18901