



LUZERNE COUNTY COURTS
invites applications for the position of:

Court Stenographer/Reporter

SALARY: \$45,000

OPENING DATE: March 5, 2021

CLOSING DATE: March 19, 2021

DESCRIPTION:

The position of court stenographer/reporter requires steno-graphically recording, transcribing and preserving verbatim court testimony in all criminal, civil and orphan's court proceedings, hearings and conferences as assigned. Stenographers/Reporters are required to be present for all court procedures to which they are assigned and are responsible for filing and maintaining notes and exhibits related to all proceedings to which they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Record proceedings in trials, hearings and conferences using a stenotype machine.
- Record testimony accurately for extended periods of time at required speeds.
- Accurately transcribe the record of court proceedings and deliver certified transcripts in a timely manner pursuant to applicable rules.
- Adherence to rules of confidentiality and proper handling of evidence/exhibits.
- Represent the court at all times in a manner consistent with proper and respectful decorum.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma or equivalent.
- Graduate of an accredited court reporting school with certification/degree confirming applicant successfully passed verbatim dictation tests at 180 wpm (Literacy), 200 wpm (Jury Charge) and 225 wpm (Q&A).
- RPR certification through NCRA is desired.
- Knowledge of CaseCATalyst is preferred.

MINIMUM QUALIFICATIONS:

Salary is commensurate with qualifications and experience.

All applicants must go to www.luzernecounty.org to apply under the HR tab/Career Opportunities