Mercer County PENNSYLVANIA

Job Description

Department: Mercer County Court of Common Pleas
Position Title: Court Reporter
Pay Classification: PA04 - This is a full-time position, 35 hours per week. The salary range is $36,403.00 to a top end of $52,068.00. (Hourly rate is $20.00 – $28.61 per hr.) Additional income is earned by processing court orders and transcripts. Starting salary is dependent upon experience**.** There is a comprehensive benefit package included. An RPR status is preferred but not required. Mercer County pays for required continuing education as well as association memberships. A Steno writer, laptop, and Case Catalyst Software are also provided by Mercer County.

Reports To: This position reports to the President Judge, any Common Pleas Court Judge to whom assigned, the District Court Administrator, and occasional and limited direction from the Lead Reporter.

Position Summary:
To steno graphically record verbatim all court proceedings and transcribe a variety of hearings, as required by law; to prepare and process court orders, transcripts, and other related court proceedings with a high degree of speed and accuracy. The position works with confidential and sensitive information, requiring discretion and strict confidentiality.

Major Duties:

- Stenographical reports verbatim the testimony in all court proceedings of the Court of Common Pleas, including trials, hearings, and conferences; interrupts when necessary to ensure the accuracy and completeness of the record; reads back portions of proceedings upon request.
- Transcribes, certifies, and files a variety of proceedings as required by law or statute with the appropriate filing offices.
- Prepare Court Orders, Sentences, Findings of Fact, and other courtroom documents as required by the Common Pleas judges.
- Operate stenographic shorthand machine, computer, and various other standard office equipment.

- Provide a monthly list of pending transcripts to the Lead Reporter.
- Maintain record of transcript status, bills appropriate parties, deliver transcripts to the judges, attorneys, and other designated agencies or departments, as required.
- Follow standard procedures.
- Secure and maintain exhibits for storage, retrieval, and disposal, when appropriate.
- Ensure that adequate supplies are maintained.
- Determine correct spelling of names of parties and witnesses.
- Is familiar with any specialized, medical, and/or legal terminology, and other specifics of testimony.
- Must attend trainings, seminars, and conferences to maintain continuing education, as required.
- Must abide by the Code of Conduct of the Unified Judicial System.
- Must abide by the Rules Governing Court Reporting and Transcripts pursuant to Pennsylvania Rules of Judicial Administration 4001 through 4016.
- Must abide by the Mercer County Local Rules regarding court reporters and transcripts, as applicable.

Job Requirements:

1. **Education/Training**

   High School diploma or equivalent and a degree or Certificate in Court Reporting from a court reporting program of higher education; computer and stenographic skills required. Must meet the requirements listed in Rule 4004 – Qualifications of Court Reporters, PA Rules of Court.

2. **Work Experience**

- Prior court reporting experience is a plus but is not required.
- Must have extraordinary stenographic and typing skills and the ability to transcribe with speed and accuracy.
- Excellent knowledge of English grammar, spelling, punctuation, and usage.
- Ability to communicate with members of the judiciary, attorneys, associates, other departments, and the public, as required.
- Basic knowledge of courtroom and legal proceedings.
- Must possess knowledge of the form and content of legal documents.
- Basic knowledge of legal terminology and the functions of various court officials.
- Ability to prepare verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, and emotional circumstances.
- Ability to learn to diagnose and correct routine malfunctions of the steno machine and computer.
- Knowledge of modern office practices and equipment.
- Ability to understand and follow oral and written instructions and directions.
- Ability to organize and maintain a record of exhibits for storage, retrieval, and/or disposal.

- Excellent oral and written communications.
- Ability to work independently and effectively with co-workers and others.
- Must accurately type and file all court orders, bench warrants and bench warrant vacate, and other courtroom documents in a timely manner.
- Must accurately transcribe proceedings within required timeframes.
- Excellent time management skills.
- Must possess excellent proofreading skills to ensure accuracy.
- Must possess the ability to maintain confidentiality regarding client information and records, confidential meetings in chambers, and/or confidential proceedings and documents.
- Must demonstrate emotional stability.
- Must be able to pay close attention to detail and concentrate on work.
- Must be able to sit for long periods of time throughout the workday.
- Must abide by and maintain a professional dress code.
- Must always conduct yourself in a professional manner.
- Required to maintain strict confidentiality.
- Must occasionally work non-traditional hours and work at home on occasion to meet transcript deadlines.
- Must adapt to and use the equipment and software owned by the County and provided to the staff court reporters.
- Must possess ability to record, convey, assemble, and present information, explain procedures, and follow instructions.
- Must be able to sit for long periods throughout the workday with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties.
- Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs and torso necessary to carry out job duties.
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of twenty pounds.
- Must be able to pay close attention to details and concentrate on court proceedings, testimony, and other work for long periods of time.
- At normal risk for repetitive stress injuries consistent with a job of this type.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position will be posted until filled.