

Internal X
External X

COUNTY OF VENANGO
BID NOTICE
NON-EXEMPT HOURLY
July 16, 2021

POSITION: **Court Reporter I - Courts**
Full-Time, 80 hours/pay

DEPARTMENT: **Courts**
Venango County Courthouse
1168 Elk Street, Franklin, PA 16323

PAY GRADE: **NON-EXEMPT HOURLY SIX**
\$14.3496 – 22.0653 / hr.

OVERALL PURPOSE OF JOB

To stenographically record and transcribe verbatim all court proceedings and to prepare court orders, transcripts, and other related proceedings with a high degree of speed and accuracy.

ESSENTIAL FUNCTIONS OF JOB

1. Stenographically records and transcribes verbatim all court proceedings including criminal and civil trials and all hearings.
2. Prepares court orders, sentences and other documents ordered by judges and counsel.
3. Operates stenographic machine, computer and office equipment.
4. Provides monthly list of transcripts to Lead Recorder.
5. Maintains record of transcript status; bills appropriate parties; delivers transcripts to judge, attorneys and other designated personnel as directed.
6. Follows protocol as directed.
7. Certifies and files court orders and transcripts with Prothonotary/Clerk of Courts/Orphans' Court for recording and permanent retention.
8. Maintains and secures exhibits; ensures that adequate supplies are maintained.
9. Takes testimony at all types of court proceedings including trials, hearings, and conferences using stenograph machine; interrupts when necessary to ensure accuracy and completeness of record; reads back portions of proceedings if requested.
10. Determines correct spelling of names, terminology and other specifics of testimony.

SUPERVISION RECEIVED

This position reports to the District Court Administrator.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Normal exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. 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.

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3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High School diploma or equivalent plus a Degree in Court Reporting from an accredited program; computer and stenographic skills required. Must meet the requirements listed in Rule 4004 – Qualifications of Court Reporters, PA Rules of Court.

B. WORK EXPERIENCE

Three years' prior court reporting and clerical experience in an administrative, professional, governmental or judicial setting in order to provide the knowledge, skills and abilities required.

OTHER REQUIREMENTS

- Must not appear on Preclusion Lists as defined by “Pennsylvania’s Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs.”
- Must successfully complete pre-employment drug screening.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must have extraordinary stenographic and typing skills and the ability to transcribe with speed and accuracy.
2. Excellent knowledge of English grammar, spelling, punctuation and usage.
3. Ability to communicate with members of the judiciary, attorneys, associates, and others as required.
4. Basic knowledge of courtroom and legal proceedings.
5. Must possess the knowledge of the form and content of legal documents.
6. Basic knowledge of legal terminology and functions of various court officials.
7. Ability to prepare verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, and emotional circumstances.
8. Ability to learn to diagnose and correct routine malfunctions of the steno machine.
9. Ability to understand and follow oral and written instructions and directions.
10. Ability to organize and maintain complete record of activities.
11. Excellent oral and written communications.
12. Ability to work independently and effectively with co-workers and others.
13. Must possess the ability to accurately transcribe recording and proceedings within required timeframes.
14. Excellent time management skills.
15. Must possess excellent proofreading skills to ensure accuracy
16. Must possess the ability to maintain confidentiality in regard to client information and records.
17. Must demonstrate emotional stability.

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18. Must be able to pay close attention to detail and concentrate on work.
19. Must be able to sit for long periods of time throughout the work day.
20. Must act in a professional manner at all times.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are actively recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting: <https://www.co.venango.pa.us/288/Job-Application-Process>
- In-Person by visiting the Venango County Human Resource Office on the 3rd floor of the Courthouse Annex building located at 1174 Elk Street, Franklin, PA 16323
- By fax or e-mail. You must contact the Venango County Human Resource Office by calling (814) 432-9556 or (814) 432-9549 to share your e-mail or fax number.

DEADLINE TO APPLY: Thursday, July 22nd, 2021 at 4:00 p.m.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
VENANGO COUNTY IS A DRUG FREE WORK PLACE**

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT 432-9552 FOR ASSISTANCE.