

Court Technologist / Administrative Assistant to the President Judge

(Court Reporter Certification Required Within 36 Months of Hire)

Location: Huntingdon County Court of Common Pleas

Job Type: Full-Time

Work Hours: Monday–Friday, 8:30 AM–4:30 PM

Position Overview

The Huntingdon County Court of Common Pleas is seeking a qualified Court Technologist to support courtroom operations through digital recording, transcript management, and courtroom technology support. This position also serves as a structured developmental pathway to Certified Court Reporter.

The successful candidate will be required to obtain certification as a Court Reporter **within thirty-six (36) months of the date of hire**. During the certification period, the employee will perform Court Technologist duties and may assist with transcription and court reporting functions as permitted. Upon successful certification, the employee's duties may expand to include full court reporting responsibilities.

Primary Duties & Responsibilities

Court Technology & Recording Operations

- Attend assigned court hearings and digitally record proceedings using the Liberty Court Recording system or other approved recording platforms.
- Oversee daily courtroom technology operations to ensure all systems and services function properly.
- Set up, monitor, and troubleshoot in-person, remote, and hybrid court proceedings using platforms such as Zoom and Polycom.
- Provide technical assistance to judges, attorneys, and court staff during proceedings.

Transcript & Record Management

- Track and manage transcript requests, including coordinating transcription services and maintaining payment records.
- Prepare dictated orders accurately and in a timely manner.
- Assist with transcription of court proceedings in accordance with court policies and legal standards, as permitted prior to certification.

Exhibits, Records & Administrative Support

- Mark, label, store, and maintain custody of exhibits introduced during court proceedings.
- Generate Exhibit Lists and file them with the appropriate court office.
- Organize, maintain, and safeguard official court recordings, transcripts, and records.
- Maintain strict confidentiality of all sensitive court information.
- Perform additional administrative duties as assigned.

Certification Requirement & Advancement

- The employee **must obtain certification as a Court Reporter within thirty-six (36) months of hire.**
- Certification must be maintained in good standing thereafter.
- Failure to obtain certification within the required thirty-six (36) month period may result in reassignment, disciplinary action, or separation from employment, in accordance with court and county policy.
- Upon certification, the employee may assume expanded court reporting and stenographic duties, including the preparation and certification of official transcripts.

Qualifications

Required at Time of Hire

- High school diploma or equivalent.
- Demonstrated aptitude for courtroom technology, digital recording systems, and transcription support.
- Strong organizational, communication, and time-management skills.
- Ability to work accurately under pressure and meet deadlines.

Required Within 36 Months of Hire

- Completion of an accredited court reporting program or equivalent formal training.
- Active certification with the Pennsylvania Court Reporters Association (PCRA) and National Court Reporters Association (NCRA).

Preferred

- Experience with Liberty Court Recording, Zoom, Polycom, or similar courtroom technologies.
- Familiarity with legal terminology and court procedures.
- Experience using stenographic equipment and transcription software such as Luminex Writer and CATalyst.