



29th Judicial District of Pennsylvania
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701

JOB POSTING

JOB TITLE: Court Reporter

DEPARTMENT: Court of Common Pleas of Lycoming County, Pennsylvania
Lycoming County Courthouse
48 West Third St., Williamsport, PA 17701

SUPERVISOR: Senior Court Reporter and Court Administration

STARTING SALARY: \$43,660.50 [plus an additional 1% for each year (12 consecutive months) of related experience (maximum of 12%)]
PLUS transcript and order fees PLUS benefits

HOURS: Full-time, 37.5 per week (Mon.-Fri. from 8:30 a.m. to 5:00 p.m.)

START DATE: August 2025

DATE POSTED: May 2025

GENERAL DESCRIPTION

This is a highly skilled stenographic position reporting and transcribing verbatim testimony in a variety of court proceedings including but not limited to criminal, civil, family, and orphans' court matters. This position is responsible for the accuracy and completeness of the official record of court proceedings and prepares and deliver transcripts and orders in compliance with the Pennsylvania Rules of Judicial Administration.

SPECIFIC DUTIES

- Transcribes verbatim all types of court proceedings
- Ensures the audibility of all testimony, arguments, and discussions meant to part of the record and provides instruction to court participants in this regard
- Announces the opening of court
- Swears in witnesses
- Delivers transcripts
- Prepares invoices
- Maintains reports detailing work pending and completed in accordance with court policy



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- Labels, retains, and controls all evidence/exhibits introduced in court and prepares lists of exhibits
- Files original court orders and transcripts in the Prothonotary's office for recording and permanent retention
- Attends and transcribes preliminary hearings and depositions upon request
- Operates computer and other stenographic and office equipment
- Serves as the liaison between judges and attorneys and litigants and communicates with the Sheriff's deputies assigned to the courtroom
- Performs other duties as assigned

QUALIFICATIONS

- High school graduate or equivalent and graduate of an NCRA certified court reporting school
- Ability to meet the following minimum requirements in accordance with the Pennsylvania Rules of Judicial Administration:
 - Capable of recording proceedings at a 95% accuracy level at the following speeds:
 - Literary at 180 w.p.m.
 - Jury charge at 200 w.p.m.
 - Testimony and question and answer at 225 w.p.m.
 - Requalification every three (3) years upon completion of thirty (30) hours of continuing professional education which has been properly accredited or certified by the National Court Reporters Association.
- Ability to adapt to and use the county's equipment and software
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to establish and maintain effective working relationships with other Court employees, Court-related personnel, and attorneys
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public
- Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania

SUPERVISORY RESPONSIBILITIES

- None



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WORKING CONDITIONS

- Office/courtroom environment with the potential for a high degree of emotional distress due to interactions with individuals who are in highly stressful situations
- Professional dress and appearance

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, and references to the attention of Roni Kreisher, Senior Court Reporter, at rkreisher@lyco.org and Adrienne Stahl, District Court Administrator, at astahl@lyco.org.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.