

POSITION OPENING

Official Court Reporter

Summary:

Provides all aspects of court reporting services for the Administrative Office of York County Courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take verbatim notes daily of all court proceedings in the Civil, Criminal, and Orphan's Court Divisions of the Court of Common Pleas, as per a 17-week rotating schedule and as requested by the Chief Court Reporter.
- Transcribe, edit, and proofread all transcripts and orders.
- Electronically deliver transcripts and orders to all appropriate parties and print when necessary.
- Realtime transcription of court proceedings for judges and hearing-impaired persons. Realtime is a transcript of the proceedings shown on monitor in the courtroom as the proceedings happen.
- Realtime transcription of court proceedings for individual judges as required.
- Realtime transcription of court proceedings for parties upon request.
- Daily copy of transcripts provided electronically upon request- the morning session delivered by 6:00 p.m. and the afternoon session by 10:30 p.m.
- Filing and storage of raw stenographic notes and final transcripts and orders for at least seven years after date of court proceedings.
- Keep all Stenograph software updated.
- Maintain stenographic and computer equipment as per county regulations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate's Degree in Court Reporting and/or Bachelor's Degree with a Court Reporting Certificate

Average annual income \$60,000-\$80,000. Includes starting hourly wage, orders and transcript fees, and generous compensation for pages written on machine. CaseCATalyst software, laptop, and Luminex II writer are provided. Reimbursement for NCRA/PCRA membership dues, seminars, and certification testing. RPR preferred but not required. Must be willing to write Realtime. \$.50/hr increase for CRR certification.

Please submit cover letter and resume to:

Billa R. Jamison, Deputy Court Administrator, Human Resources
brjamison@yorkcountypa.gov