

SOMERSET COUNTY
JOB DESCRIPTION
DATED: 1/12/17

POSITION: Court Reporter (FLSA Status: non-EXEMPT)

REPORTS TO: Court Administrator to President Judge

POSITION OVERVIEW: The Court Reporters stenographically record and transcribe court proceedings with a high degree of accuracy; prepare court orders, sentences and transcripts according to Pa.RJA 4000, et seq., and local rules.

EDUCATION/EXPERIENCE: Any combination equivalent to education and experience that provides the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- High school diploma, or equivalent, plus two-year degree in court reporting training, or equivalent. NCRA skills certification required by Pa.RJA 4004(B)(1), or candidate may be grandfathered by prior Pennsylvania courtroom experience per Pa.RJA 4004(A)(1).
- 1-2 years of experience in legal environment.

EMPLOYMENT STANDARDS:

- Employees in this job must possess ability to cope with the physical and mental stress of the position and be able to pay close attention to details and concentrate on work and demonstrate emotional stability.
- The Court Reporter must be able to speak and understand the English language in order to carry out essential job duties.
- In addition, Court Reporters must adhere to all requirements of Pa.RJA 4001, et seq., especially Pa. RJA 4004(D)(1) regarding Continuing Education Units (CEUs).

The Court Reporter must possess all of the following in order to effectively operate in this position:

- Stenographic writing skill, demonstrating a high degree of speed and accuracy
- Skill in operating computers and other office equipment
- Knowledge of and expertise in using the Computer-Aided Transcription program utilized by the Court Reporters to produce court transcripts
- Excellent listening and typing skills
- Ability to accurately transcribe proceedings within the required time frame
- Ability to function independently, to be flexible and to work effectively with superiors, co-workers, and the public
- Ability to maintain confidentiality in regard to information and records, when appropriate
- Effective communication and interpersonal skills
- Knowledge of the form and content of court records and legal terminology
- Excellent knowledge of business English, grammar, spelling and punctuation
- Knowledge of courtroom procedures, rules of evidence and local rules and policies

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this classification is responsible for performing assignments that are technical in nature and are carried out in accordance with administrative and personnel practices, procedures and precedents, specific goals and objectives and any applicable legal standards or regulations.

Specific job duties include the following:

- Takes the verbatim record of all court proceedings, transcribing automatically according to local rule, or by approved request
- Follows procedures in Pa.RJA 4000, et seq., regarding transcribing and filing transcripts
- Marks, retains and controls all evidence introduced in court according to local rule and practice
- Files orders and sentences in the appropriate filing office after signature by the judge
- Answers appropriate telephone inquiries by the public or county personnel
- Operates stenograph machines
- Operates computers and other office equipment
- Follows directives of lead reporter regarding archiving personal dictionaries and court records
- Files reports with lead reporter regarding transcript production
- Assists with processing mail and other clerical duties as required
- Attends meetings or training sessions as required
- Performs other job-related duties as required
- Is permitted to do outside work if no backlog exists

WORK ENVIRONMENT / PHYSICAL STANDARDS:

The work environment and physical-demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods, keyboard, write, talk or hear; stand occasionally; lift up to ten (10) pounds. The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions, and perform any other related duties, as may be required by the Board of Commissioners and the President Judge.

SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____