



\$19.4907 per hour (increases based on wage progression)

Court Administration

Butler, PA 16003

5/9/2025

Clerk Stenographer III -Administrative position in the Office of Court Administration

➤ This is a highly skilled clerical position within the office of the Court Administrator which requires an above average knowledge of the court system, with a focus in criminal court. Employee will be required to navigate several software programs used by the Court. An employee in this position is expected to work with minimal supervision, exercise independent judgment, perform a variety of duties related to the day-to-day function of the court system and be able to exhibit above average public relations skills. This employee is expected to be flexible in accepting varied tasks and/or assignments as determined by the Court Administrator or the President Judge.

- GED
- 4-year degree preferred
- 3-5 years of Court/Court related experience

➤ WAGE PROGRESSION:	<u>\$19.4907 – 80%, 0-12 Month</u>
	<u>\$20.7088 – 85%, 13-24 Month</u>
➤	<u>\$21.9269 – 90%, 25-42 Month</u>
➤	<u>\$23.1451 – 95%, 43-60 Month</u>
➤	\$24.3633 – Base, 61 Month

- Questions concerning the vacant position may be directed to Candace Graff, Court Administrator, PO Box 1208, Butler, PA 16003-1208 or email to cgraff@co.butler.pa.us
- Appointment to this position will be made by the President Judge following review and interview of applicants.
- Anyone interested in applying for this position should submit a letter of interest and a Butler County Employment application [Applications Procedure | Butler County, PA](#) to the Court Administrator at the above address. Please detail work experience and any other information that the applicant believes is important to be considered.

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