



# Court Reporter

Starting Salary Rate: \$24.05 per hour  
Department: Lawrence County Courts  
Location: New Castle, Pennsylvania  
Posting Date: 1/15/2026

## Description

An Official Court Reporter is a highly skilled, judicially appointed stenographic position that reports and transcribes verbatim testimony in a variety of court proceedings. Official Court Reporters can earn additional transcript income in accordance with Pa.R.J.A.4000 and Local Rule 5000. The position reports to the President Judge of the 53<sup>rd</sup> Judicial District, J. Craig Cox.

## Typical Duties

- Utilize English grammar, spelling, composition, and punctuation.
- Utilize county-provided equipment and court reporting software.
- Accurately produce verbatim transcription of all live and recorded court proceedings.
- Maintain a professional demeanor in accordance with the AOPC Code of Conduct
- Work effectively with the assigned judges and court personnel, attorneys, and the general public.

## Minimum Qualifications

- Graduate of an NCRA-approved Court Reporting program.
- Maintain Continuing Education credits in accordance with Pa.R.J.A. 4000 (expenses paid by the County)

## Additional Requirements

- Knowledge of Microsoft Word, Outlook and Adobe.

## How to Apply

- For more information, contact the District Court Administrator Amy DiMuccio at 724-656-1934.
- Please submit a cover letter, current resume, and list of references to:

Amy DiMuccio, District Court Administrator  
Lawrence County Government Center  
430 Court Street, New Castle, PA 16101  
Fax No. 724-656-2464  
Email address: [adimuccio@lawrencecountypa.gov](mailto:adimuccio@lawrencecountypa.gov)

Applications will be accepted until the position is filled.