



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 53rd 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

Applications will be accepted until the position is filled.

Lawrence County Courts is an Equal Opportunity Employer