Court Reporter

Starting Salary Range:	$57,388.50 +
Position Type:	Full-time/ Exempt
Location:	Lancaster , PA
Posting Date:	11/06/26

Description

The Lancaster County Court of Common Pleas is seeking a qualified and dedicated court reporter with proficiency in stenographic and/or voice writing technology to join its Court Reporters' Office. This position is responsible for providing verbatim records of court proceedings, including trials, hearings and other judicial matters. The court reporter plays an essential role in preserving the official record of proceedings and supporting the administration of justice.

Key Responsibilities:

- Attend and provide verbatim reporting of trials, hearings, conferences and other court proceedings as assigned.
- Maintain accurate and complete stenographic notes and preserve the official record of court proceedings.
- Prepare, proofread, edit and certify transcripts in accordance with established deadlines, formatting requirements and court rules.
- Provide timely and accurate transcripts upon request by judges, attorneys, litigants and other authorized individuals.
- Utilize computer-aided transcription (CAT) software and other specialized reporting technology.
- Maintain organized records, dictionaries, notes and transcript files in accordance with office policies and retention requirements.
- Communicate professionally and effectively with judges, attorneys, court staff and the public.

Minimum Requirements:

- Successful completion of an accredited court reporting program or equivalent combination of education and experience.

Additional Requirements/ Preferences

- A satisfactory background check

Benefits & Perks:

- Healthcare coverage
- Paid time off
- Retirement
- Work-life balance
- Monthly equipment stipend to assist with the cost of maintaining the specialized court reporting equipment
- Opportunities to earn additional income producing transcripts, including expedited and daily requests
- Bonus for earning certifications
- County-paid membership dues for NCRA and PCRA

How to Apply

Interested candidates should reply at the link below:

- https://lancastercountypa.wd12.myworkdayjobs.com/lanco/job/Court-Reporters-50-North-Duke-Street-Lancaster-PA/Court-Reporter_JR-2026-518