

Wayne County Court of Common Pleas  
Job Description

Position: Court Recorder/Transcriptionist	Updated: 6/22/2020
Status: Full-time (35 hours per week)	Starting Salary: Scale 9-\$24,570 or commensurate with experience
Union/Association: N/A	Reports To: President Judge

**Position Summary:** The Court Recorder/Transcriptionist is responsible for recording court proceedings via an electronic recording systems, preparing a verbatim transcript of court proceedings as directed, and tracking and preserving all exhibits.

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**Essential Duties and Responsibilities:**

Records all court proceedings via electronic recording system and ensures the accuracy and completeness of court recordings.

Transcribes verbatim testimony, court courts, stipulations, court recommendations.

Maintains log(s) or notes of all speakers and events noting all occurrences such as unusual terms, names, objections, and cross-examination.

Sets up and maintains electronic recording equipment, conducts system sound checks and tests to ensure proper functioning.

Consults with District Court Administrator regarding invoicing for transcription services of court proceedings.

Swears in witnesses as needed.

Tracks case exhibits during court proceedings; maintains exhibits moved into evidence.

Communicate with counsel and public as needed.

Attend trainings and workshops as assigned.

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**Position Requirements:**

Requires an understanding of recording equipment, or the ability to quickly develop an understanding of recording equipment, and the ability to correct routine malfunctions.

Requires adequate hearing acuity to assure a high quality recording.

Proficiency in note taking.

Understanding of courtroom procedures and vocabulary

Knowledge of computer programs, such as Microsoft Word and Excel.

Ability to maintain confidentiality and maintain a professional demeanor.

Work as a team player.

Manage time efficiently.

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**Education/Experience:** Position requires a high school diploma or general equivalency diploma.

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**To apply:** Please send application, resume, and cover letter directly to Court Administration: Nicole A. Hendrix, Esq., Court Administrator, 925 Court Street, Honesdale, PA 1843 or by email to [nhendrix@waynecountypa.gov](mailto:nhendrix@waynecountypa.gov).