



**COURT OF COMMON PLEAS OF MIFFLIN COUNTY
58th JUDICIAL DISTRICT OF PENNSYLVANIA**

**Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044**

**DAVID W. BARRON, PRESIDENT JUDGE
AARON L. GINGRICH, JUDGE
RICK WILLIAMS, SENIOR JUDGE**

**PHONE (717) 248-4613
FAX (717) 248-8337**

October 26, 2021

Re: Official Court Reporter

The Mifflin County Court of Common Pleas will have an opening for a Official Court Reporter to begin immediately. Interested applicants should mail a letter of interest and resume to The Honorable David W. Barron, Judge's Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3FL, Lewistown, PA 17044.

If you have questions, please contact the Court Office by telephone (717) 248-4613.

Sincerely,

A handwritten signature in blue ink that reads "Rachel J. Burchfield".

Rachel J. Burchfield
Case Coordinator

MIFFLIN COUNTY

POSITION DESCRIPTION

Position Title: Court Stenographer

Department: Courts

Date: October 2021

Reports To: President Judge

Salary: Salary negotiable based upon education and experience

Purpose of Position:

To stenographically record all court proceedings, transcribe proceedings as requested and prepare Orders of the court.

Essential Duties and Responsibilities:

The primary tasks of the court reporter shall be to record, or reduce to notes, the proceedings before the Judge or other fact finders appointed by the courts, and promptly transcribe or arrange for transcription of such record or notes upon request for a transcript; stenographically records all court proceedings and prepare court orders with a high degree of accuracy; type opinions dictated from the bench; mark, retain and control all evidence introduced in court; maintain orders, documents and correspondence from all court proceedings; prepare, copy, bind, file originals for permanent retention and distribute transcripts; maintain current listing of transcripts for Judges; attend preliminary hearings upon request; order office supplies as required; attend meetings or training sessions as required; answer phones and direct callers to proper individual or department; assist with tours for general public; perform other job-related duties as required; prepare copies of Orders for distribution by the Prothonotary/Clerk of Court as directed..

Minimum Training and Experience Required to Perform Essential Job Functions:

High-School Diploma or equivalent, plus two-year Associate degree in court reporting and certification required.

Must comply with the Uniform Rules Governing Court Reporting and Transcripts – Rule 4000 Series: Qualifications of Court Reporters and Court Recorders.

Court desires the applicant have a minimum of two years' practical experience in taking and transcribing legal material. Applicant may be required to pass a test conducted by the court.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a computer and related software and a variety of office equipment including Stenograph, photocopier, calculator and telephone.

Ability to type a minimum of 60 w.p.m.

Mathematical Ability

Ability to add, subtract, divide and calculate decimals and percentages.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents.

Ability to prepare a variety of documents including Sentences, Adjudications, Custody Orders, etc, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to record and deliver information, explain procedures and follow instructions.

Ability to use and interpret legal and medical terminology.

Ability to communicate effectively, both verbally and in writing, with Judges and staff, attorneys, court-related offices and all court users.

Environmental Adaptability

Ability to work effectively and communicate well with others in an office environment

Mifflin County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals and disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.