

Administrative Assistant/Courtroom Technician-Recorder

The purpose of this position is to record testimony by electronic means (audio or audio visual) and to prepare orders from Court Proceedings. This position acts as point of contact for A/V technical issues in the courtroom. Duties and responsibilities include but are not limited to: opening court through appropriate announcement; working with attorneys/litigants to assure proceedings occur in a timely manner; use of an electronic recording system to record all court proceedings, record, track and preserve all exhibits; understands low-level troubleshooting techniques and concepts to resolve equipment problems. This position also includes general administrative and office duties to be performed in a team environment for operation of the court.

Full time, non-union employee. Salary based on experience. Successful candidates will be subject to criminal background check, child abuse clearance and certified driving history check.

Interested applicants shall provide a resume and completed county application to Jessica M. Ellis, Esquire, District Court Administrator at Wyoming County Courthouse, 1 Courthouse Square, Tunkhannock PA 18657 on or before Tuesday, November 24, 2021.

Wyoming 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 employer.