



Court of Common Pleas - 19th Judicial District of Pennsylvania
ADMINISTRATIVE OFFICE OF YORK COUNTY COURTS

York County Judicial Center
45 North George Street
York, Pennsylvania 17401
Voice (717) 771-9234
www.YorkCountyPa.gov

DISTRICT COURT ADMINISTRATOR
Paul O. Crouse

DEPUTY COURT ADMINISTRATORS
Jennifer L. Menges, Chief
Kyle M. Benser
April J. Billet-Barclay
Megan M. Dietz
Billa R. Jamison
Scott E. Lavis
Yorleney Remigio

PRESIDENT JUDGE
Honorable Maria Musti Cook

POSITION OPENING

Official Court Reporter

Summary:

Provides all aspects of court reporting services for the Administrative Office of York County Courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take verbatim notes daily of all court proceedings in the Civil, Criminal, and Orphan's Court Divisions of the Court of Common Pleas, as per a 16-week rotating schedule and as requested by the Chief Court Reporter.
- Transcribe, edit, and proofread all transcripts and orders.
- Electronically deliver transcripts and orders to all appropriate parties and print when necessary.
- Realtime transcription of court proceedings for judges and hearing-impaired persons.
- Realtime transcription of court proceedings for attorneys and parties upon request.
- Daily copy of transcripts provided electronically upon request.
- Filing and storage of raw stenographic notes and final transcripts and orders for at least seven years after date of court proceedings.
- Attend monthly court reporter meetings.
- Keep all Stenograph software updated.
- Maintain stenographic and computer equipment as per county regulations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree in Court Reporting and/or Bachelor's Degree OR a Court Reporting Certificate

Average annual income \$60,000-\$80,000 which includes starting hourly wage, orders and transcript fees, and generous compensation for pages written on machine. CaseCATalyst software, laptop, and Luminex II writer are provided. Reimbursement for NCRA/PCRA membership dues, seminars, and certification testing. RPR preferred but not required. Must be willing to write Realtime. \$.75/hr increase for CRR certification.

Please submit cover letter and resume to:

Billa R. Jamison, Deputy Court Administrator, Human Resources
brjamison@yorkcountypa.gov

