

NOTICE OF VACANCY TO BE FILLED

DATE: April 17, 2023

DEPARTMENT: Court Administration

POSITION/CLASSIFICATION: Court Reporter

STATUS: Full-Time

SALARY: New Hire: \$30.3787/hr. (2 positions available immediately)

(ANNUAL INCREASES PER CONTRACT WILL APPLY)

NORMAL WORK WEEK: **NORMAL HOURS: 8:30 a.m. to 4:30 p.m.**

QUALIFICATIONS: This is a highly skilled, judicially appointed stenographic position reporting and transcribing verbatim testimony in a variety of court proceedings. An employee in this class is responsible for the accuracy and completeness of the official record of court proceedings. To perform this job successfully, an individual must be able to perform each essential duty noted in the job description satisfactorily. The prospective employee must be a high school graduate, must be a graduate of an NCRA certified court reporting school and exhibit the ability to adapt to and use the equipment and software owned and used by the County. The successful candidate must be familiar with the PA Rules of Judicial Administration, § 4000, and must be able to meet the qualification listed therein.

REQUIREMENTS: Applicants must hold or be willing to obtain NCRA certification within 6 months of being hired. Employees must maintain NCRA certification throughout their employment.

ELIGIBILITY INFORMATION

Questions concerning the vacant position may be directed to the Butler County Court Administrator, Candace Graff.

Appointment to this position will be made by the President Judge following review and interview of applicants.

Anyone interested in applying for this position must submit a letter of interest, a Butler County job application and brief resume to Candace Graff, Court Administrator, PO Box 1208, Butler, PA, 16001 office detailing work experience and any other information that the applicant believes important to be considered.

Court Administrator _____

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