



Court Reporter

Starting Salary Range:

Location:

Posting Date:

Starting wage is \$16.30/hour, with additional compensation possible.

Hollidaysburg, PA (Blair County)

9/15/2023

Description

Blair County Court Administration seeks two court reporters for the Court of Common Pleas to round out a team of five.

Typical Duties

- Our hires take and transcribe verbatim testimony in various court proceedings and perform related clerical duties.
- Essential functions also include preparing verbatim records of court proceedings, preparing court transcripts, and maintaining record of all transcripts, notes, and bills as required by court rules and regulations.

Qualifications

Qualified candidates must hold a high school diploma or GED and have two years relevant work experience in addition to demonstrated, documented proficiency needed to meet PA Supreme Court requirements for speed, accuracy, and audible clarity as well as meeting the qualifications as stated for a court reporter in the Rules of Judicial Administration, Rule 4004, which are:

Voice writing proceeding recording at a 95% accuracy level at the following speeds:

- Literary at 180 words per minute
- Jury charge at 200 words per minute
- Two-voice question and answer at 225 words per minute

Candidates must be fluent in English, possess visual and hearing acuity, be comfortable insisting on recording clarity, and maintain confidentiality. Previous courtroom experience is preferred.

Follow this link to see Rule 4004: [https://casetext.com/regulation/pennsylvania-code-rules-and-regulations/title-201-rules-of-judicial-administration/chapter-40-uniform-rules-governing-court-reporting-and-transcripts/rule-4004-qualifications-of-court-reporters-and-court-recorders#:~:text=\(1\)%20Court%20reporters%20shall%20be,or%20his%20or%20her%20designee.](https://casetext.com/regulation/pennsylvania-code-rules-and-regulations/title-201-rules-of-judicial-administration/chapter-40-uniform-rules-governing-court-reporting-and-transcripts/rule-4004-qualifications-of-court-reporters-and-court-recorders#:~:text=(1)%20Court%20reporters%20shall%20be,or%20his%20or%20her%20designee.)

Additional Information

Competitive benefits package for this union-eligible position starts first of the month following 30 calendar days and includes 90% employer-paid PPO healthcare with vision and three-tier prescription components, pension plan, public employer's equivalent of 401(K), term life insurance, short-term disability, sick time, a menu of voluntary benefits that includes dental and Aflac, 14 annual paid holidays, and other time-off provisions. Starting wage is \$16.30/hour x 35-hour workweek (\$29,666/year). Approximately \$20,000 to \$25,000 a year in additional wages are possible from typing transcripts and court orders at \$2.50 per page. EQUAL OPPORTUNITY EMPLOYER

How to Apply

- <https://www.blairco.org/departments/human-resources/job-seekers>

[423 Allegheny Street, Suite 239 · Hollidaysburg, PA 16648]