



Court Reporter

Starting Salary Rate:

\$33.1957 per hour (annual increases per contract will apply)

Department:

Court Administration

Location:

Butler, PA 16003

Posting Date:

12/15/2025

Description

This is a highly skilled, judicially appointed stenographic position that reports and transcribes verbatim testimony in a variety of court proceedings.

Typical Duties

- An employee in this class is responsible for the accuracy and completeness of the official record of court proceedings.
- The individual must be able to perform each essential duty noted in the job description satisfactorily

Minimum Qualifications

- must be a high school graduate
- must be a graduate of an NCRA-certified court reporting school
- ability to adapt to and use the equipment and software owned and used by the County

Additional 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.
- The candidate must be familiar with the PA Rules of Judicial Administration, § 4000, and must be able to meet the qualifications listed therein.

How to Apply

- Questions concerning the vacant position may be directed to Candace Graff, Court Administrator, PO Box 1208, Butler, PA 16003-1208 or email cgraff@co.butler.pa.us
- Appointment to this position will be made by the President Judge following review and interview of applicants.
- Anyone interested in applying for this position should submit a letter of interest and a Butler County Employment application [Applications Procedure | Butler County, PA](#) to the Court Administrator at the above address. Please detail work experience and any other information the applicant believes is important to consider.

Butler County Courthouse - 124 W Diamond Street, 3RD Floor - Butler, PA 16003