



## Court Reporter

On-site · Court Administration · Full time

Hollidaysburg, Pennsylvania, United States

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### Description

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Court Administration seeks a court reporter for the Court of Common Pleas. Our hire takes and transcribes verbatim testimony in a variety of court proceedings and performs related clerical duties. Essential functions also include preparing verbatim record of court proceedings, preparing court transcripts, and maintaining record of all transcripts, notes, and bills as required by court rules and regulations.

### Requirements

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 as 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.

## Benefits

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 \$19.35/hour x 35-hour workweek. Approximately \$20,000 to \$25,000 a year in additional wages are possible from typing transcripts and court orders. EQUAL OPPORTUNITY EMPLOYER

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County of Blair does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.

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