



Court Technologist / Administrative Assistant

Location: Huntingdon, Pennsylvania

Job Type: Full-time, Monday – Friday, 8:30 am – 4:30 pm

Description

The Huntingdon County Court of Common Pleas is seeking a qualified Court Technologist to support courtroom operations through digital recording, transcript management, and courtroom technology support. This position also serves as a structured developmental pathway to Certified Court Reporter. The successful candidate will be required to obtain certification as a Court Reporter within thirty-six (36) months of the date of hire. During the certification period, the employee will perform Court Technologist duties and may assist with transcription and court reporting functions. Upon successful certification, the employee's duties will expand to include full court reporting responsibilities.

Key Responsibilities

- Attend assigned court hearings and digitally record proceedings using the Liberty Court Recording system or other approved recording platforms.
 - Oversee daily courtroom technology operations to ensure all systems and services function properly.
 - Set up and monitor remote and hybrid court proceedings using platforms such as Zoom and Polycom.
 - Provide technical assistance to judges, attorneys, and court staff during proceedings.
 - Track and manage transcript requests, including coordinating transcription services and maintaining payment records.
 - Prepare dictated orders accurately and in a timely manner.
 - Assist with transcription of court proceedings in accordance with court policies and legal standards, as permitted prior to certification.
 - Mark, label, store, and maintain custody of exhibits introduced during court proceedings.
 - Generate Exhibit Lists and file them with the appropriate court office.
 - Organize, maintain, and safeguard official court recordings, transcripts, and records
- Qualifications

Required at Time of Hire

- High school diploma or equivalent.
- Demonstrated aptitude for courtroom technology, digital recording systems, and transcription support.

Required Within 36 Months of Hire

- Completion of an accredited court reporting program or equivalent formal training.
- Active certification with the Pennsylvania Court Reporters Association (PCRA) and NCRA.

Salary

- Starting salary range \$30,000 - \$35,000 per year plus transcription stipend.
- Upon certification salary moves to \$60,000 per year plus transcription stipend.
- Upon certification a \$4,000 retention bonus at completion of years 1, 2, and 4.

How to Apply

Submit a resume to Angela Robinson, District Court Administrator at
arobinson@huntingdoncountypa.gov

HUNTINGDON COUNTY COURTHOUSE - 223 PENN STREET – HUNTINGDON, PENNSYLVANIA 16652