



Certified Court Stenographer

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 detail-oriented and skilled Court Stenographer to join our team. In this vital role, you will be responsible for providing accurate and timely transcription of court proceedings, legal documents, and related materials while ensuring strict adherence to legal standards, confidentiality, and formatting guidelines.

Key Responsibilities

- Attend and record verbatim court proceedings using specialized stenographic equipment.
- Transcribe spoken words accurately during hearings, trials, and other official court sessions.
- Prepare, review, and edit official transcripts for clarity, accuracy, and completeness in accordance with legal formatting standards.
- Label, manage, and maintain custody of exhibits introduced during hearings or trials.
- Maintain confidentiality and safeguard all sensitive court documents and information.
- Assist in organizing and managing official court records and transcription files.
- Stay informed of updates in legal terminology, transcription techniques, and best practices.
- Coordinate with judges, attorneys, and court personnel to support efficient court operations.

Qualifications

- High school diploma or equivalent.
- Completion of an accredited court reporting program or equivalent formal training.
- Proficient in transcription equipment and software; current use of Luminex Writer and CATalyst software preferred.
- Basic knowledge of legal terminology and judicial procedures.
- Exceptional attention to detail and excellent listening and grammar skills.
- Ability to work efficiently under pressure and meet tight deadlines.
- Strong organizational and communication skills.
- Active certification with the Pennsylvania Court Reporters Association (PCRA) and National Court Reporters Association (NCRA)

Salary

- Starting salary \$60,000 per year plus transcription stipend.

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