



Court Recorder

Starting Salary Range: \$21.41-\$24.06/hour
Department: Court Administration
Location: Carlisle, PA
Posting Date: 03/24/2026

Description

Using an electronic recording system, records all spoken words during court proceedings including but not limited to testimony, opening, and closing remarks of counsel, remarks of a judge, and sidebar conferences. To prepare court orders and other related proceedings with a high degree of accuracy.

Typical Duties

- Coordinates schedules to ensure all court proceedings are covered including senior judges, grand jury, masters' hearings, and visiting judges.
- Files original court orders and transcripts in the Clerk of Courts, Domestic Relations or Prothonotary's office for recording and permanent retention.
- Follows protocol as directed, and performs other job-related duties as assigned.
- Generates orders as directed from proceedings.
- Maintains a log of all speakers and events noting all occurrences such as unusual terms, names, objections, and cross examinations. Determines correct spelling of names, terminology, and other specifics of testimony.
- Maintains evidence, exhibits, orders, documents, and correspondence from all court proceedings.
- Maintains recording/stenographic equipment; conducts checks of system daily to ensure proper functioning.
- Management of transcripts, opinions, and court orders from the time of the court proceeding through transmission of completed transcript, opinion, or court order to requesting parties.
- Operates computer and other office equipment.
- Performs duties of other court personnel as requested.
- Performs other job-related duties as required.
- Processes transcript requests and makes copies of log notes and recordings as directed; transcribes recordings only as directed.
- Records testimony at all types of court proceedings including trials, hearings, and conferences using electronic recording system; interrupts when necessary to ensure accuracy and completeness of record; play or read back portions of proceedings if requested.
- Acts as main point of contact for A/V technical issues in the courtrooms.
- Attends meetings or training sessions as required.

Minimum Qualifications

- Minimum 3 to 5 years' clerical experience in an administrative, professional, governmental, or judicial setting to provide the knowledge, skills and abilities required.
- Experience in court transcription or legal transcription preferred.
- High School diploma or equivalent.
- American Association of Electronic Reporters and Transcribers (AAERT) certification preferred but not required.

How to Apply

- <https://jobs.keldair.com/cumberlandcountypa>

1 Courthouse Sq, Carlisle, PA 17013

Company Description

***Mission Statement:** To provide impactful and essential county services in the most effective, courteous, and financially responsible manner possible.*

We are always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to continue with this job application!

TECHNOLOGY SUPPORT/ISSUES WITH APPLYING:

If you are having technology issues with the application or with uploading your resume and/or cover letter please reach out to KeldairHR Customer Support at support@keldairhr.com or Cumberland County Human Resources at humanresources@cumberlandcountypa.gov.

EMAIL CONFIRMATION:

If you do not receive a confirmation email within minutes of your job application submission, please check your email junk and or spam folders.

Benefits

Medical Benefits:

- *Capital Blue Cross Medical Insurance*
- *Health Savings Account*
- *Wellness program with wellness incentives*
- *Capital Blue Cross Vision Insurance*
- *United Concordia Dental Insurance*

Retirement Benefits:

- *County Retirement Pension*
- *5% minimum pre-tax contribution required, with the option of increasing your contribution over 5% up to 15% post-tax*
- *Fully vested after 5 years of credited service*
- *Normal Retirement Options:*
- *Age 55 with 20 years of credited service*
- *Age 60 with any amount of credited service*
- *Voluntary 457b Deferred Compensation Plan*
- *Military Time Buy Back Options*

Paid Time Off:

- *Vacation*
 - o *10 days per year, accrued per pay period (Non-Exempt)*
 - o *15 days per year, accrued per pay period (Exempt)*
 - o *Increase for both Non-Exempt and Exempt of 5 days per year after 2 years of service*
- *Personal*
 - o *3 Personal days per year, pro-rated based on starting date*
- *Sick*
 - o *5 Sick days per year, pro-rated based on starting date*

- *12 Paid County Holidays*
 - o *No waiting period to receive paid holidays*

Additional Benefits:

- *Educational Assistance*
 - o *80% of cost of tuition and books up to the annual IRS limit per calendar year (after 6 months of Full-Time Employment)*
- *Public Service Loan Forgiveness (PSLF) – certain eligibility requirements must be met*
- *Employee Assistance Program*
- *Resources for: Childcare, Eldercare, Legal, Financial, and Coaching*
- *Flexible Spending Account*
- *Dependent Care Account*
- *Short Term Disability*
- *Long Term Disability*
- *Life Insurance*

Cumberland County is committed to diversity, equal opportunity, and affirmative action. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to compliance with all fair employment practices regarding citizenship and immigration status.