



# Certified Court Reporter

Department: Court Administration

Location: Jim Thorpe, PA

Salary: \$25.19 per hour, **or higher**, commensurate with experience. Additional compensation for transcripts. This is a full-time position with benefits.

Post Date: September 24, 2024

Hours: (M-F) 8:30 a.m. – 4:30 p.m.

Job Posting #85

Application Deadline: October 8, 2024

## Department Profile:

This position performs specialized and highly confidential duties within the Court under the direction of the President Judge.

### ◆ Typical Duties

This position records or reduces to notes verbatim proceedings before the Judges and promptly transcribes or arranges for transcription of such record or notes upon request for a transcript.

### ◆ Minimum Qualifications

Applicant records testimony or other spoken material by stenographic machine; produces transcript of testimony or other spoken material in a timely manner in accordance with local, state, and federal laws/regulations; prepares, copies, binds, delivers and bills applicable party for transcripts; marks, retains and controls all evidence introduced into court; ensures proper provision for storage and safeguarding of notes; follows all Uniform Rules governing Court Reporting and Transcripts as stated in the Pennsylvania Rules of Judicial Administration 4001 through 4016; answers telephone calls and directs calls to proper individual or department; files monthly transcript report with District Court Administrator or designee; and files transcripts in the appropriate office for lodging, recording, and permanent retention.

### ◆ Additional Qualifications/Preferences

Applicant must possess a high school diploma or equivalent, plus a two (2) degree in Court Reporting Training and Certification; must meet the qualifications as stated for a court reporter in Rule 4004; and possess Registered Professional Reporter (RPR) status with NCRA or must obtain RPR status within six (6) months of employment. Computer skills are required. Preferred that applicant should possess 2-4 years practical experience in taking and transcribing legal material.

## How to Apply

Applications to be filed with Karen Sweeney in Court Administration.

Application and job description may be obtained from:

Karen Sweeney, Assistant Court Administrator

Carbon County Courthouse, Court Administration Office, 3<sup>rd</sup> Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: [klsweeney@carboncourts.com](mailto:klsweeney@carboncourts.com) or the application may be downloaded on line at [www.carboncourts.com](http://www.carboncourts.com)

## Unified Judicial System Hiring Policy

*The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.*