

Official Court Reporter – Cambria County

This 35-hour-per-week position has a starting hourly pay rate of \$30.52 with additional income earned by transcript/order production. Duties require the use of a stenotype machine to accurately take down verbatim testimony in a variety of court proceedings. Qualified applicants must have graduated from an accredited court reporting school. Two years of stenographic experience is preferred, but not required. Other duties include, but are not limited to, attending scheduled court proceedings; transcribing, proofreading, and producing transcripts and court orders in a timely manner; as well as handling exhibits and other official documents, and swearing in witnesses.

Writer, software, software support, IT support, and all other equipment are provided. Professional association fees and approved continuing education requirement costs are paid by the County. Benefits include paid holidays, paid time off, retirement plan, and medical/dental/vision coverage. The County offers a buyout if medical coverage is not needed.

Applications can be found at: www.cambriacountypa.gov/human-resources
Interested candidates, please submit your application to:

County of Cambria
Human Resources
401 Candlelight Drive, Suite 239
Ebensburg, PA 15931
Email: humanresources@co.cambria.pa.us
Fax: 814-472-1457

Equal Opportunity Employer

Minorities are encouraged to apply