

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: COURT REPORTER  
Common Pleas Court**

*(Open to promotion, transfer and new applicants)*

**SALARY: \$53,975 - \$59,826 (G25)**

**PURPOSE: To establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania.**

**REQUIREMENTS**

1. High school diploma or equivalent.

**OR**

- Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
2. Graduate of a court reporting school and certification that applicant takes verbatim dictation at 180, 200, and 225 wmp
  3. Registered Professional Reporter certification through the National Court Reporters Association. RPR certification must be maintained throughout term of employment with the First Judicial District of Pennsylvania. Possession of CSR certification may be substituted in appropriate circumstances in combination with acceptable professional experience.
  4. City residency required within six (6) months of satisfactory completion of an employment orientation period.
  5. Ability to perform the essential functions of the position.

**GENERAL DEFINITION**

This is highly responsible technical work reporting and transcribing verbatim testimony of court proceedings of related official segments of judicial procedures. An employee in this class is responsible for taking verbatim notes of court proceedings through use of a computer-aided stenotype machine. Work also involves the use of a computer in transcribing the notes. Work requires precise accuracy because the transcripts represent the official record of court.

## **ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Records testimony in courtroom proceedings verbatim using a stenotype machine or a computer-aided transcription machine.
- Reads back portions of transcript during trial as requested.
- Supervises transcriptions of recorded material.
- Reviews and proofs transcribed material.
- Manages and files records of all transcripts, documents and computer disks.
- Delivers transcripts to appropriate personnel.
- Reviews cases and decides on proper methods of handling and processing, including reporting, transcribing and reproducing.
- Maintains statistics and records concerning hearings and transcript production.
- Orders and maintains equipment and supplies.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Considerable knowledge of English language, proper grammar, punctuation, spelling, syntax and sentence structure.
- Considerable knowledge of office management, record keeping procedures, legal terminology and medical terminology.
- Ability to take verbatim transcription at prescribed rates of speed within specified limits of accuracy in accordance with standards established by the Court.
- Ability to focus attention for prolonged periods of time.
- Ability to work under tight schedules.
- Ability to work until project completion.
- Ability to produce completed transcripts of verbatim testimony within and according to deadlines and accuracy standards as prescribed by the Court.
- Ability to learn within a short period of time courtroom procedures, practices and policies as applicable to the court reporter's assigned function.
- Ability to maintain effective working relationships with the judiciary, fellow employees, attorneys and the general public.
- Ability to fully utilize a computerized transcription system.

**The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**