

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**18 COURT REPORTER – COURT ADMINISTRATION**  
**\$38,000 - 35hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 2/7/19

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: 18 COURT REPORTER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to stenographically record court room proceedings and produce verbatim transcripts for the 43<sup>rd</sup> Judicial District of Pennsylvania. Duties and responsibilities include, but are not limited to: producing a shorthand record of court proceedings; tracking and maintaining custody of case exhibits until a trial has ended; producing verbatim transcripts of requested case proceedings; and performing other duties as required. This position reports to the Deputy Court Administrator, as the designee of the District Court Administrator.

### **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 by the Deputy Court Administrator, the District Court Administrator, the President Judge, or her/his designee.**

1. Takes shorthand recording of verbatim court proceedings, court orders, stipulations, and recommendations using stenography machine; reiterates testimony and court records from notes upon request from judge, attorney or other authorized individuals; ensures confidentiality of all evidence and testimony.
2. Transcribes verbatim testimony, court orders, stipulations and recommendations; produces official record of court cases and proceedings; certifies accuracy and completeness of documents; makes corrections as necessary; prepares documents for filing with Prothonotary, Clerk of Courts or other agency; produces and distributes copies of documents; files original in court files for future reference in paper and digital format.
3. Maintains confidentiality of information disseminated, as well as exercises patience and neutrality during all court proceedings.
4. Labels and tracks case exhibits during Court Proceedings; maintains proper order of exhibits submitted as evidence in Court Proceedings; files exhibits moved into evidence with the Prothonotary or Clerk of Courts Office.
5. Prepares, collates, and binds printed transcripts of court proceedings; prepares digital media copies of transcripts if requested; certifies transcripts and files with the Prothonotary, Clerk of Courts, or other appropriate agency; distributes to the appropriate parties through personal service or the use of a mailing system.
6. Prioritizes and categorizes transcript production and additional work to meet deadlines imposed.
7. Acts independently to evaluate situations and respond appropriately without supervision.

8. Consults with Deputy Court Administrator regarding invoicing for transcription services of Court Proceedings, court orders, and other legal hearings, in accordance with applicable Rule, law or Court policy.
9. Consults with the Deputy Court Administrator regarding equipment, software, other machinery and supplies used in daily work assignments; identifies when equipment is not in proper working order; identifies when repairs to equipment are necessary, including minor repairs; makes recommendations regarding needed equipment, supplies, software and repairs.
10. Swears in witnesses involved in court proceedings during non-jury hearings and trials; adheres to all county, state and federal laws and regulations.
11. Maintains reports detailing work completed and pending in accordance with Court policy and applicable Rules and law.
12. Consults with the Deputy Court Administrator regarding appropriate retention and preservation practices for work product.

### **ADDITIONAL FUNCTIONS**

1. Types and prepares various correspondence to include letters, legal documents, memoranda, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference.
2. Understands and displays appropriate courtroom decorum.
3. Consults with the Deputy Court Administrator regarding continuing education and training needs.
4. Attends regular department meetings.
5. Works collaboratively with other members of the department as well as other colleagues and employees of the Court and County.
6. Appropriately directs questions and inquiries. Exhibits collegial working relationship with court participants.
7. Exhibits willingness and ability to adapt to change.
8. Able to work in an environment with varying levels of authority.
9. Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.
10. Performs other duties as assigned by the Deputy Court Administrator, District Court Administrator and President Judge, or her/his designee.
11. Court reporters shall comply with the rules, law and policy regarding certification. Proof of compliance shall be submitted to the Deputy Court Administrator or his/her designee.

## MINIMUM QUALIFICATIONS

High school diploma or GED supplemented by two (2) years of practical experience in taking and transcribing legal material or any equivalent combination of training and experience that provides the knowledge, skills and abilities for this position. Must hold a NCRA Certificate of Proficiency or Certificate of Merit. Must be able to record court proceedings at 95% accuracy at the following speeds for stenographic requirements: literary at 180 w.p.m.; jury charge at 200 w.p.m.; testimony and question and answer at 225 w.p.m. Voice writing requirements; must be capable of recording proceedings at a 95% accuracy level at the following speeds: literary at 200 w.p.m.; jury charge at 225 w.p.m.; two-voice question and answer at 250 w.p.m.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work collaboratively and collegially with coordinate colleagues and superiors. Requires the ability to understand and navigate varying levels of authority while performing job duties.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires an understanding of appropriate courtroom decorum.

**Mathematical Aptitude:** Requires the ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise discretion appropriately and within the constraints of Court policy and direction from superiors and to employ problem-solving skills and techniques.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment to modify custom or practice to suit novel or unusual circumstances.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The 43<sup>rd</sup> Judicial District, Court of Common Pleas of Monroe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.