



COUNTY OF ADAMS HUMAN RESOURCES OFFICE

117 Baltimore St., Rm 206, Gettysburg, PA 17325

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Michele Miller, Director

CURRENT JOB OPENINGS

Openings are updated weekly

Most Recent Update: April 20, 2018

Job Title	Court Reporter
Department	Court Administration
Qualifications	<p>Certification or graduation from a recognized training or educational program in court reporting is required, as well as at least two years practical experience in taking and transcribing legal material. Must satisfy the minimum requirements of current Pa. Rule of Judicial Administration related to Court Reporters. Associate's Degree from an accredited college or university preferred. Knowledge of legal, medical, technical terminology, Court systems, procedures, and practices required. Extensive knowledge of the English language (structure and content) needed. General knowledge of Microsoft Office products required; participation in training provided by the employer is expected. Knowledge of contemporary office practices and procedures. Criminal background checks and clearances, including but not limited to fingerprinting, as directed.</p> <p>The Court Reporter is responsible for recording testimony or other spoken material verbatim whether by machine, manual shorthand, electronic recording, or other means. The Court Reporter transcribes testimony or other spoken material when necessary. Work includes interaction with the Courts, other Court offices, Clerk of Courts, Prothonotary, District Attorney's Office, Public Defender's Office, private attorneys and other offices and persons.</p>
Status	Full Time/37.5 hours per week
Job Grade	Union
Compensation	\$19.50/hour
Post Date	04/20/2018
Close Date	Until filled

{Detailed job descriptions are available from the Human Resources Office if requested.}

PLEASE NOTE: FOR ALL POSITIONS: A COVER LETTER, RESUME AND EMPLOYMENT APPLICATION ARE REQUIRED.

The above position is open to the public. Applications are available in the Human Resources Department, or online at www.adamscounty.us. Go to Administration, Human Resources, and then Employment. Applications and Resumes can be dropped off or mailed to the Human Resources Department at 117 Baltimore Street, Room 206, Gettysburg, PA 17325, faxed to 717-334-4840, or emailed to empapp@adamscounty.us.

EOE/M/F/V/D