

Berks County Court of Common Pleas

Full-time Official Court Reporter

Berks County has an opening for an Official Court Reporter in the Court of Common Pleas in Reading, Pennsylvania. Duties include stenographically recording criminal, civil, and family court proceedings and producing verbatim transcripts. Starting salary is dependent on experience with salary increases on an accelerated basis. Additional income is earned by producing transcripts of proceedings. This full-time position includes full benefits, including medical, dental, paid vacation, personal day, sick leave, holidays, and participation in the County of Berks' pension program. Applicants must possess a high school diploma or equivalent and be a graduate of an NCRA accredited school of court reporting requiring a minimum of 225 wpm sustained dictation with 97% accuracy. Possession of an RPR is preferred but not required or must complete in-house examination. Realtime skills are a plus but not required. A Luminex writer, ProCAT software, and all other needed equipment is provided.

To apply, please submit a letter of interest and resume with references to Karen C. Moran, Chief Court Reporter, 14th Floor, Courthouse, 633 Court Street, Reading, Pennsylvania, 19601, or to kmoran@countyofberks.com.