

**IMMEDIATE OPENING**

Official Court Reporter  
Venango County Court of Common Pleas  
Venango County Court House  
1168 Liberty Street, P.O. Box 831  
Franklin, PA 16323

Starting rate for Court Reporter I: \$13.96/hour (negotiable based on experience)  
Starting rate for Court Reporter II: \$15.40/hour (negotiable based on experience)

**FRINGE BENEFITS:**

PAID VACATION – earned from date of hire; end of probation thru 5 years: 5/6 day per month

14 PAID HOLIDAYS per year following 3 months of employment

SICK LEAVE – earn one sick leave day per calendar month – may be used following 3 months of employment

PENSION: Participation in County pension plan is effective upon date of hire with mandatory 9% employee contribution

LIFE INSURANCE: County provides \$10,000 group term life insurance coverage for employee only. Coverage begins following 6 months of employment

**HEALTH BENEFITS:**

Medical for employee only

Medical Giveback incentive program provided to County employees who have medical coverage elsewhere

Dental for employee

Vision to employee or family

Please send resume and letters of recommendation to:

Lynn M. Cummings-Wilson  
District Court Administrator  
at the above address or to [lwilson@co.venango.pa.us](mailto:lwilson@co.venango.pa.us)

# VENANGO COUNTY

## COURT REPORTER I

Position Description

Non-Exempt

### OVERALL PURPOSE OF JOB

To stenographically record and transcribe verbatim all court proceedings and to prepare court orders, transcripts, and other related proceedings with a high degree of speed and accuracy.

### ESSENTIAL FUNCTIONS OF JOB

1. Stenographically records and transcribes verbatim all court proceedings including criminal and civil trials and all hearings.
2. Prepares court orders, sentences and other documents ordered by judges and counsel.
3. Operates stenographic machine, computer and office equipment.
4. Provides monthly list of transcripts to Lead Recorder.
5. Maintains record of transcript status; bills appropriate parties; delivers transcripts to judge, attorneys and other designated personnel as directed.
6. Follows protocol as directed.
7. Certifies and files court orders and transcripts with Prothonotary/Clerk of Courts/Orphans' Court for recording and permanent retention.
8. Maintains and secures exhibits; ensures that adequate supplies are maintained.
9. Takes testimony at all types of court proceedings including trials, hearings, and conferences using stenograph machine; interrupts when necessary to ensure accuracy and completeness of record; reads back portions of proceedings if requested.
10. Determines correct spelling of names, terminology and other specifics of testimony.

### SUPERVISION RECEIVED

This position reports to the District Court Administrator.

### SUPERVISION GIVEN

None

### WORKING CONDITIONS

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Normal exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.

### PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.

# VENANGO COUNTY

## COURT REPORTER I

Position Description

Non-Exempt

4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

### QUALIFICATIONS

#### A. EDUCATION/TRAINING

High School diploma or equivalent plus a Degree in Court Reporting from an accredited program; computer and stenographic skills required. Must meet the requirements listed in Rule 4004 – Qualifications of Court Reporters, PA Rules of Court.

#### B. WORK EXPERIENCE

Three years' prior court reporting and clerical experience in an administrative, professional, governmental or judicial setting in order to provide the knowledge, skills and abilities required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must have extraordinary stenographic and typing skills and the ability to transcribe with speed and accuracy.
2. Excellent knowledge of English grammar, spelling, punctuation and usage.
3. Ability to communicate with members of the judiciary, attorneys, associates, and others as required.
4. Basic knowledge of courtroom and legal proceedings.
5. Must possess the knowledge of the form and content of legal documents.
6. Basic knowledge of legal terminology and functions of various court officials.
7. Ability to prepare verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, and emotional circumstances.
8. Ability to learn to diagnose and correct routine malfunctions of the steno machine.
9. Ability to understand and follow oral and written instructions and directions.
10. Ability to organize and maintain complete record of activities.
11. Excellent oral and written communications.
12. Ability to work independently and effectively with co-workers and others.
13. Must possess the ability to accurately transcribe recording and proceedings within required timeframes.
14. Excellent time management skills.
15. Must possess excellent proofreading skills to ensure accuracy
16. Must possess the ability to maintain confidentiality in regard to client information and records.
17. Must demonstrate emotional stability.
18. Must be able to pay close attention to detail and concentrate on work.
19. Must be able to sit for long periods of time throughout the work day.
20. Must act in a professional manner at all times.

**VENANGO COUNTY**

**COURT REPORTER I**

Position Description \_\_\_\_\_

Non-Exempt

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF **COURT REPORTER I** AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
PRINTED EMPLOYEE NAME

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

# VENANGO COUNTY

## COURT REPORTER II

Position Description

Non-Exempt

### OVERALL PURPOSE OF JOB

To stenographically record and transcribe verbatim all court proceedings and to prepare court orders, transcripts, and other related proceedings with a high degree of speed and accuracy.

### ESSENTIAL FUNCTIONS OF JOB

1. Stenographically records and transcribes verbatim all court proceedings including criminal and civil trials and all hearings.
2. Prepares court orders, sentences and other documents ordered by judges and counsel.
3. Operates stenographic machine, computer and office equipment.
4. Provides monthly list of transcripts to Lead Recorder.
5. Maintains record of transcript status; bills appropriate parties; delivers transcripts to judge, attorneys and other designated personnel as directed.
6. Follows protocol as directed.
7. Certifies and files court orders and transcripts with Prothonotary/Clerk of Courts/Orphans' Court for recording and permanent retention.
8. Maintains and secures exhibits; ensures that adequate supplies are maintained.
9. Takes testimony at all types of court proceedings including trials, hearings, and conferences using stenograph machine; interrupts when necessary to ensure accuracy and completeness of record; reads back portions of proceedings if requested.
10. Determines correct spelling of names, terminology and other specifics of testimony.

### SUPERVISION RECEIVED

This position reports to the District Court Administrator.

### SUPERVISION GIVEN

None

### WORKING CONDITIONS

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Normal exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.

### PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.

# VENANGO COUNTY

## COURT REPORTER II

Position Description

Non-Exempt

4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

### QUALIFICATIONS

#### A. EDUCATION/TRAINING

High School diploma or equivalent plus a Degree in Court Reporting from an accredited program; computer and stenographic skills required. Must meet the requirements listed in Rule 4004 – Qualifications of Court Reporters, PA Rules of Court.

- Registered Professional Reporter (RPR) certification required.
- Certified Real-time Reporter (CRR) is a plus.

Must maintain all required certifications.

#### B. WORK EXPERIENCE

Five years' prior court reporting and clerical experience in an administrative, professional, governmental or judicial setting in order to provide the knowledge, skills and abilities required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must have extraordinary stenographic and typing skills and the ability to transcribe with speed and accuracy.
2. Excellent knowledge of English grammar, spelling, punctuation and usage.
3. Ability to communicate with members of the judiciary, attorneys, associates, and others as required.
4. Basic knowledge of courtroom and legal proceedings.
5. Must possess the knowledge of the form and content of legal documents.
6. Basic knowledge of legal terminology and functions of various court officials.
7. Ability to prepare verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, and emotional circumstances.
8. Ability to learn to diagnose and correct routine malfunctions of the steno machine.
9. Ability to understand and follow oral and written instructions and directions.
10. Ability to organize and maintain complete record of activities.
11. Excellent oral and written communications.
12. Ability to work independently and effectively with co-workers and others.
13. Must possess the ability to accurately transcribe recording and proceedings within required timeframes.
14. Excellent time management skills.
15. Must possess excellent proofreading skills to ensure accuracy
16. Must possess the ability to maintain confidentiality in regard to client information and records.
17. Must demonstrate emotional stability.
18. Must be able to pay close attention to detail and concentrate on work.

# VENANGO COUNTY

## COURT REPORTER II

Position Description

Non-Exempt

19. Must be able to sit for long periods of time throughout the work day.
20. Must act in a professional manner at all times.
21. Must be able to successfully obtain and maintain any and all required certifications, including certification as a Registered Professional Reporter (RPR).

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF **COURT REPORTER II** AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
PRINTED EMPLOYEE NAME

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.