



Court Reporter

Department: Court of Common Pleas, Pennsylvania Lycoming County Courthouse

Revised: May 6, 2025

GENERAL DESCRIPTION

This is a highly skilled stenographic position reporting and transcribing verbatim testimony in a variety of court proceedings including but not limited to criminal, civil, family, and orphans' court matters. This position is responsible for the accuracy and completeness of the official record of court proceedings and prepares and deliver transcripts and orders in compliance with the Pennsylvania Rules of Judicial Administration.

SPECIFIC DUTIES

- Transcribes verbatim all types of court proceedings
- Ensures the audibility of all testimony, arguments, and discussions meant to part of the record and provides instruction to court participants in this regard
- Announces the opening of court
- Swears in witnesses
- Delivers transcripts
- Prepares invoices
- Maintains reports detailing work pending and completed in accordance with court policy
- Labels, retains, and controls all evidence/exhibits introduced in court and prepares lists of exhibits
- Files original court orders and transcripts in the Prothonotary's office for recording and permanent retention
- Attends and transcribes preliminary hearings and depositions upon request
- Operates computer and other stenographic and office equipment
- Serves as the liaison between judges and attorneys and litigants and communicates with the Sheriff's deputies assigned to the courtroom
- Performs other duties as assigned

QUALIFICATIONS

- High school graduate or equivalent and graduate of an NCRA certified court reporting school
- Ability to meet the following minimum requirements in accordance with the Pennsylvania Rules of Judicial Administration:
 - Capable of recording proceedings at a 95% accuracy level at the following speeds:
 - Literary at 180 w.p.m.
 - Jury charge at 200 w.p.m.

- Testimony and question and answer at 225 w.p.m.
 - Requalification every three (3) years upon completion of thirty (30) hours of continuing professional education which has been properly accredited or certified by the National Court Reporters Association.
- Ability to adapt to and use the county's equipment and software
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to establish and maintain effective working relationships with other Court employees, Court-related personnel, and attorneys
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public
- Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania

SUPERVISORY RESPONSIBILITIES

- None

WORKING CONDITIONS

- Office/courtroom environment with the potential for a high degree of emotional distress due to interactions with individuals who are in highly stressful situations
- Professional dress and appearance

HOURS: Full-time, 37.5 per week (Mon.-Fri. from 8:30 a.m. to 5:00 p.m.)

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer