



**MERCER COUNTY COURT OF COMMON PLEAS
COURT RECORDING TECHNICIAN / TRANSCRIPTIONIST
JOB DESCRIPTION**

GENERAL POSITION INFORMATION:

This is a full-time position, 35 hours per week. The salary range is \$29,741.89 to a top end of \$43,201.89. (Hourly rate is \$16.3417 – \$23.7373 per hr.) Starting salary is dependent upon experience.

OVERALL OBJECTIVES

Using electronic recording equipment, record verbatim court proceedings and transcribe a variety of hearings, as required by law; to prepare and process court orders, transcripts, and other related court proceedings with a high degree of speed and accuracy. The position works with confidential and sensitive information, requiring discretion and strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains recording equipment; conducts system checks daily to ensure proper functioning.
- Maintains records, recordings, and log sheets.
- Records testimony at all types of court proceeding including trials, hearings, and conferences using an electronic recording system; interrupts when necessary to ensure accuracy and completeness of record; plays back portions of proceedings, if requested.
- Maintains a log of all speakers and events noting all occurrences such as unusual terms, names, objections, and examinations. Determines correct spelling of names, terminology, and other specifics of testimony.
- Transcribes, certifies, and files a variety of proceedings as required by law or statute with the appropriate filing offices.
- Prepares court orders, sentences, Findings of Fact, and other courtroom documents as required by the Common Pleas judges.
- Provides a monthly list of pending transcripts to the Lead Reporter.
- Maintains record of transcript status; bills appropriate parties; delivers transcripts to the judges, attorneys, and other designated agencies or departments, as required.
- Secures and maintains exhibits for storage, retrieval, and disposal, when appropriate.
- Ensures that adequate supplies are maintained.
- Must abide by the Code of Conduct of the Unified Judicial System.
- Must abide by the Rules Governing Court Reporting and Transcripts pursuant to Pennsylvania Rules of Judicial Administration 4001 through 4016.
- Must abide by the Mercer County Local Rules regarding transcripts, as applicable.
- Follows protocol as directed.
- Performs other job-related duties as assigned.

SUPERVISION RECEIVED

This position reports to the President Judge, any Common Pleas Court judge to whom assigned, the District Court Administrator, and occasional and limited direction from the Lead Reporter. Receives limited instruction or supervision in carrying out routine day to day tasks.

SUPERVISION GIVEN

N/A

WORKING CONDITIONS

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of the position. A Court Recording Technician / Transcriptionist works indoors on a regular basis, in an office with minimal environmental factors, with adequate workspace, in adequate temperatures, ventilation, and lighting; and normal exposure to noise, disruptions, and stress; and normal indoor exposure to dust/dirt.

PHYSICAL/ MENTAL CONDITIONS

- Must possess ability to record, convey, assemble, and present information; explain procedures; and follow instructions.
- 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.
- Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs and torso necessary to carry out job duties.
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of twenty pounds.
- Must be able to pay close attention to details and concentrate on court proceedings, testimony, and other work for long periods of time.
- At normal risk for repetitive stress injuries consistent with a job of this type.

QUALIFICATIONS

EDUCATION/TRAINING

- High School diploma or equivalent. Paralegal degree/certificate preferred.

WORK EXPERIENCE

- One year of clerical experience in an administrative, professional, governmental, or judicial setting required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must have extraordinary typing skills and the ability to transcribe with speed and accuracy.
- Excellent knowledge of English grammar, spelling, punctuation, and usage.
- Ability to communicate with members of the judiciary, attorneys, associates, other departments, and the general public, as required.
- Basic knowledge of courtroom and legal proceedings.
- Basic knowledge of legal terminology and the functions of various court officials.
- Ability to learn the use of electronic recording equipment to enable production of verbatim

- transcripts of legal proceedings.
- Ability to learn to diagnose and correct routine malfunctions of electronic recording devices.
- Ability to prepare verbatim transcripts of legal proceedings involving multiple speakers, specialized testimony, and emotional circumstances.
- Knowledge of modern office practices and equipment.
- Ability to understand and follow oral and written instructions and directions.
- Ability to organize and maintain a record of exhibits for storage, retrieval, and/or disposal.
- Excellent oral and written communications.
- Ability to work independently and effectively with co-workers and others.
- Must accurately type and file all court orders, bench warrants and bench warrant vacates, and other courtroom documents in a timely manner.
- Must accurately transcribe proceedings within required timeframes.
- Excellent time management skills.
- Must possess excellent proofreading skills to ensure accuracy.
- Must possess the ability to maintain confidentiality in regard to client information and records, confidential meetings in Chambers, and/or confidential proceedings and documents.
- Must demonstrate emotional stability.
- Must be able to pay close attention to detail and concentrate on work.
- Must be able to sit for long periods of time throughout the workday.
- Must abide by and maintain a professional dress code.
- Must conduct yourself in a professional manner at all times.
- Required to maintain strict confidentiality.
- Must occasionally work non-traditional hours and work at home on occasion to meet transcript deadlines.
- Must adapt to and use the equipment and software owned by the County.

The above conditions reflect the general details necessary to describe the main functions of the position of Court Recording Technician / Transcriptionist, and shall not be considered an exhaustive and exclusive description of all the work requirements that may be inherent in the position.

How to Apply:

Please send the standard County Application, a letter of interest, resume, and three references to the following:

Bo D. McCleary
District Court Administrator
Mercer County Courthouse
South Diamond Street
Mercer, PA 16137
(724) 663-3800 ext. 2516
bmcclary@mercercountypa.gov

Deadline to Apply: Currently open Until Filled

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