Mercer County PENNSYLVANIA

Job Description

Department:	Mercer County Court of Common Pleas
Position Title:	Court Recording Technician/Transcriptionist
Pay Classification:	PA03 - This is a full-time position, 35 hours per week. The salary range is $32,663.02 to a top end of $47,445.06. (Hourly rate is $17.95 – $26.07 per hr.) Starting salary is dependent upon experience**.**
Reports To:	President Judge, any Common Pleas Court Judge to whom assigned, the District Court Administrator and occasional and limited direction from the Lead Reporter.

Position Summary:
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.

Major Duties:

- Maintain recording equipment, conduct system checks daily to ensure proper functioning.
- Maintain records, recordings, and log sheets.
- Record testimony at all types of court proceedings, including trials, hearings, and conferences, using an electronic recording system, interrupt when necessary to ensure accuracy and completeness of record; play back portions of proceedings, if requested.
- Maintain a log of all speakers and events, noting all occurrences, such as unusual terms, names, objections, and examinations. Determine correct spelling of names, terminology, and other specifics of testimony.
- Transcribe, certify, and file a variety of proceedings, as required by law or statute, with the appropriate filing offices.
- Prepare Court Orders, Sentences, Findings of Fact, and other courtroom documents, as required by the Common Pleas judges.

- Provide a monthly list of pending transcripts to the lead reporter.
- Maintain records of transcript status, bill appropriate parties, deliver transcripts to the judges, attorneys, and other designated agencies or departments, as required.
- Secure and maintain exhibits for storage, retrieval, and disposal, when appropriate.
- Ensure 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.
- Follow protocol as directed.
- Perform other job-related duties as assigned.

Job Requirements:

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.
- 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 objects, with a maximum weight of twenty pounds.
- Must be able to pay close attention to detail 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.
- 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 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 vacate, 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 regarding 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 always conduct yourself in a professional manner.
- 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.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position Posted Until filled

Job Description Updated 11/19/2026