



COURT REPORTER

STENOGRAPHER

COUNTY OF LAWRENCE, PENNSYLVANIA

Dominick Motto, President Judge of Judicial District No. 53, Lawrence County, Pennsylvania, has an opening for an Official Court Reporter. The position will be filled as a Stenographer.

LOCATION: Lawrence County, PA

SALARY: The starting salary for Court Reporters is \$20.45/hr. Court Reporters also earn additional transcript income.

QUALIFICATIONS REQUIRED: Court Reporter Candidates must have graduated from a court reporting school approved by either the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA).

COURT REPORTER REQUIREMENTS: (1) Knowledge of various software programs included but not limited to: Microsoft Word, Outlook, and Adobe; (2) Demonstrated skill in English grammar, spelling, composition and punctuation; (3) Ability to accurately perform the transcription of court proceedings, that reduces the spoken word into a verbatim written record; (4) Ability to maintain a professional demeanor at all times and to establish effective working relationships with the assigned judge and other court personnel, attorneys and the general public.

PREFERRED: (1) Training and/or experience in legal terminology and procedures; (2) Work experience as a court reporter; (3) Courses and/or experience in administrative and recordkeeping practices (paralegal, legal secretary, etc.).

CONTACT: Michael Occhibone, District Court Administrator, (724) 656-1934

TO APPLY: Please submit a cover letter, current resume, and list of references to Michael Occhibone, Lawrence County Government Center, 430 Court Street, New Castle, PA, 16101; fax (724) 656-2464; or e-mail mocchibone@lawrencecountypa.gov

Applications will be accepted until the position is filled.