

**COUNTY OF CARBON
NON-UNION JOB ANNOUNCEMENT**

BULLETIN: "U-2"

POST DATE: September 1st, 2020

Applications and job descriptions may be obtained from:
Kelly Hamm, Assistant Court Administrator
Court Administration Office, 3rd Floor, Carbon County Courthouse,
P.O. Box 131, Jim Thorpe, PA 18229
(570) 325-8556, Extension 3202
Fax: (570) 325-9449
Email: khamm@carboncourts.com
or the application can be downloaded online at www.carboncourts.com
Applications should be filed in the Court Administration Office.

DEADLINE: Posting will remain open until the position is filled.

DEPARTMENT: Court Administration

POSITION: Certified Court Reporter

SALARY RANGE: \$23.50 per hour to \$25.67 per hour commensurate with experience. Additional compensation for transcripts. This is a full-time position with benefits. Position becomes available September 15th, 2020.

HOURS WORKED: 8:30 a.m. - 4:30 p.m., Monday through Friday, 35 hours per week, additional compensatory time during trials and Court that extends outside the normal working hours.

This position records or reduces to notes verbatim proceedings before the Judges and promptly transcribes or arranges for transcription of such record or notes upon request for a transcript.

Applicant records testimony or other spoken material by stenographic machine; produces transcript of testimony or other spoken material in a timely manner in accordance with local, state, and federal laws/regulations; prepares, copies, binds, delivers and bills applicable party for transcripts; marks, retains and controls all evidence introduced into court; ensures proper provision for storage and safeguarding of notes; follows all Uniform Rules governing Court Reporting and Transcripts as stated in the Pennsylvania Rules of Judicial Administration 4001 through 4016; answers telephone calls and directs calls to proper individual or department; files monthly transcript report with District Court Administrator or designee; and files transcripts in the appropriate office for lodging, recording, and permanent retention.

Applicant must possess a high school diploma or equivalent, plus a two (2) degree in Court Reporting Training and Certification; must meet the qualifications as stated for a court reporter in Rule 4004; and possess Registered Professional Reporter (RPR) status with NCRA or must obtain RPR status within six (6) months of employment. Computer skills are required. Preferred that applicant should possess 2-4 years practical experience in taking and transcribing legal material.

Applicant must complete a criminal background investigation and drug test prior to appointment.

AN EQUAL OPPORTUNITY EMPLOYER