



OFFICIAL COURT REPORTER

County of Lawrence, Pennsylvania

J. Craig Cox, President Judge of Judicial District No. 53, Lawrence County, Pennsylvania, has a vacancy for an Official Court Reporter.

LOCATION: Lawrence County, Pennsylvania

SALARY: The hourly rate for Official Court Reporters is \$24.05. Official Court Reporters earn additional transcript income in accordance with Pa.R.J.A. 4000 and Local Rule 5000.

QUALIFICATIONS: Official Court Reporter Candidates must be a graduate of an NCRA-approved Court Reporting Program. Official Court Reporters shall maintain Continuing Education credits in accordance with Pa.R.J.A. 4000, with those expenses paid by the County.

COURT REPORTER REQUIREMENTS: (1) Knowledge of Microsoft Word, Outlook and Adobe; (2) Demonstrated skill in English grammar, spelling, composition and punctuation; (3) Ability to utilize County-provided equipment and court reporting software; (4) Ability to accurately produce verbatim transcription of all live and recorded court proceedings; and (5) Ability to maintain a professional demeanor in accordance with the AOPC Code of Conduct and to establish effective working relationships with the assigned judges and court personnel, attorneys and the general public.

CONTACT: Amy DiMuccio, District Court Administrator at (724) 656-1934.

TO APPLY: Please submit a cover letter, current resume and list of references to:

Amy DiMuccio, District Court Administrator
Lawrence County Government Center
430 Court Street, New Castle, PA 16101
Fax No. (724) 656-2464
E-mail Address: adimuccio@lawrencecountypa.gov

Applications will be accepted until the position is filled.
