



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: DECEMBER 29, 2015      CLOSING DATE: JANUARY 13, 2016**

**TITLE: FULL TIME COURT REPORTER      GRADE: T III**

**DEPARTMENT: COURT ADMINISTRATION      BARGAINING UNIT: NON BARGAINING**

**ENTRY RATE: \$13.21/HR 25,760/YR      HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DEFINITION OF CLASS:**

Takes verbatim testimony in all courtroom proceedings and prepares typewritten transcripts of proceedings.

**DUTIES & RESPONSIBILITIES:**

Takes court proceedings on stenographic shorthand machine. Transcribes or reads back testimony. Answers the telephone. Indexes notes. Types transcripts. Prepares billing for attorneys. Files transcripts with appropriate officials.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Ability to take verbatim court proceedings in shorthand using a stenographic machine. Good typewriting skills. Integrity.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Associates degree or a graduate of Court Reporting School plus a minimum of four years practical experience in taking and transcribing legal material; or an equivalent combination of related education and experience. Per PA. R.J.A. 5000.3: Capable of recording proceedings at a 95% accuracy level at the following speeds: 1) literary or jury charge at 180 w.p.m. 2) medical testimony (two voices) 200 w.p.m. 3) ordinary testimony (up to four voices) 225 w.p.m.. Required to pass a test establishing at least the foregoing qualifications. A shorthand reporter may be provisionally employed for a period of not more than six months or until the next convenient certification exam. A reporter who holds a NSRA Certificate of Proficiency or Certificate of Merit shall be deemed prima facie qualified and need not be examined.

## STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for:

**Non-Bargaining Grade T:**

Single Coverage

Dependent Coverage

\$10,812.00

\$22,370.00

\*Average paid holidays annually – 14 days

\*Average paid vacation for 1st year – 6 days

\*Average paid personal days annually – 5 days

\*Holidays may vary by bargaining unit