

POSITION ANNOUNCEMENT
OFFICIAL COURT REPORTER
INDIANA COUNTY COURT OF COMMON PLEAS

The Court of Common Pleas of Indiana County, Pennsylvania has an immediate opening for an Official Court Reporter. The position involves technical work reporting and transcribing verbatim testimony in a variety of court proceedings.

Requirements: Graduate of a court reporting school and certification that applicant takes verbatim dictation at 180, 200, and 225 wpm; preferred Registered Professional Reporter certification through National Court Reporters Association or two (2) years court reporting experience.

The salary range is \$35,568 - \$45,000 plus transcripts along with a full range of benefits including medical, pension, paid vacation and sick leave.

Laptop, writer, and ProCAT or Case Catalyst software provided.

Please submit a cover letter and resume to:

Christy Donofrio, Court Administrator

Indiana County Courthouse, 2nd Floor

825 Philadelphia St.

Indiana, PA 15701

cdonofrio@indianacountypa.gov

Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.