



JUDGE'S CHAMBERS
TWENTY-SECOND JUDICIAL DISTRICT OF PENNSYLVANIA
Wayne County Court House
925 Court Street
Honesdale, PA 18431-1996
(570) 253-5970
FAX (570) 253-2919

Honorable Raymond L. Hamill
President Judge

Nicole A. Hendrix, Esq.
District Court Administrator

September 19, 2016

Position Announcement
Court Reporter/Monitor

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 35 hours per week; Non-exempt Position; Covered by Court Appointed Employees Contract.
2. Such hours shall be: Daily presence in office/courtroom from 8:30 a.m. to 4:30 p.m. Monday through Friday. When circumstances involve a jury in deliberation of a verdict, court reporter must remain in court, tending to reporting duties until such time court recesses. This may extend beyond 4:30 p.m. Operates and maintains digital and tape recording machines in order to prepare verbatim transcriptions of daily Court activity including Court Orders, stipulations of counsel and Master hearings. Prepares verbatim transcripts of Court trials, Master Hearings and other requested transcripts as received from counsel or Ordered by the Court
3. Employee is subject to both county and court policy manuals and subject to supervision by the President Judge through court administration. Performs other clerical duties as required by the court.
4. Starting salary \$11.85/hr.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in legal fields as transcriptions require recognition of civil and criminal case terminology.
3. Excellent typing skills and adequate hearing acuity.
4. Should be able to diagnose and correct routine malfunctions of recording equipment.
5. Must be flexible with personable demeanor. Position will expose candidate to delicate and emotionally troubling subject matter and involves contact with persons involved in difficult personal situations and must be able to maintain a detached but professional persona.