

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

16 COURT RECORDER TRANSCRIPTIONIST – COURT ADMIN

\$16.7863/hr. – 35hr/wk

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 6/18/19

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:16 - COURT RECORDER & TRANSCRIPTIONIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to record testimony by electronic means (audio or audio-visual) and to prepare a transcript of Court Proceedings from an electronic or other recording. Duties and responsibilities include, but are not limited to: use of an electronic recording system to record all testimony, note speakers, terms and any unusual aspect of Court Proceedings and process; processing Recordings produced as a result of the electronic recording system, whether through the preparation of a transcript or the preservation of the Recordings. This position reports to the Deputy Court Administrator, as the designee of the District Court Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Deputy Court Administrator, the District Court Administrator or the President Judge, or her/his designee.

1. Records testimony and Court Proceedings by electronic means (audio or audio-visual) in accordance with Court policy and procedure; politely interrupts Court Proceedings to insure accuracy and completeness of the Recording; ensures all testimony, argument and discussion meant to be On-The-Record is audible, provides instruction in this regard to court participants; plays back portions of Court Proceedings if requested by authorized individual; ensures confidentiality of all evidence and testimony.
2. Transcribes verbatim testimony, court orders, stipulations and recommendations; produces Official Record of Court Proceedings; certifies accuracy and completeness of the Official Record; makes corrections as necessary; prepares the Official Record for filing with Prothonotary or Clerk of Courts; produces and distributes copies of documents in accordance with applicable Rules, law and Court policy; maintains confidentiality of Official Record.
3. Maintains log(s) or notes of all speakers and events, noting all occurrences such as unusual terms, names, objections, and cross-examinations.
4. Determines correct spelling of names, terminology and other specifics of testimony by inquiring of court participants and examining case files.
5. Sets up and maintains electronic recording equipment, conducts system sound checks and tests to ensure proper functioning in accordance with Court policy; maintains recording media, log sheet and other supplies inventories.
6. Consults with Deputy Court Administrator regarding invoicing for transcription services of Court Proceedings, court orders and other legal hearings, in accordance with applicable Rule, law or Court policy.
7. Labels and tracks case exhibits during Court Proceedings; maintains proper order of exhibits submitted as evidence in Court Proceedings; files exhibits moved into evidence with the Prothonotary or Clerk of Courts Office.
8. Consults with the Deputy Court Administrator regarding equipment, software, other machinery and supplies used in daily work assignments; identifies when equipment is not in proper working order; identifies when repairs to

equipment are necessary, including minor repairs; makes recommendations regarding needed equipment, supplies, software and repairs.

9. Swears in witnesses involved in Court Proceedings during non-jury hearings and trials; adheres to all county, state and federal laws and regulations.

10. Delivers transcripts through electronic means or hard copy to Judge, attorneys or parties, the appropriate filing office, and other authorized individuals or entities, in accordance with Court policy and applicable Rules and law.

11. Maintains reports detailing work completed and pending in accordance with Court policy and applicable Rules and law.

12. Consults with the Deputy Court Administrator regarding appropriate retention and preservation practices for work product.

ADDITIONAL FUNCTIONS

1. Types and prepares various correspondence including, but not limited to, letters, legal documents, memoranda, reports and other documents; reviews information for accuracy and completeness; makes corrections and additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference as needed.

2. Understands and displays appropriate courtroom decorum.

3. Consults with the Deputy Court Administrator regarding continuing education and training needs.

4. Attends regular department meetings.

5. Works collaboratively with other members of the department as well as other colleagues and employees of the Court and County.

6. Appropriately directs questions and inquiries. Exhibits collegial working relationship with court participants.

7. Exhibits willingness and ability to adapt to change.

8. Able to work in an environment with varying levels of authority.

9. Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

10. Performs other duties as assigned by the Deputy Court Administrator, District Court Administrator and President Judge, or her/his designee.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of practical experience in an administrative, professional, governmental, legal or judicial setting; or any equivalent combination of training and experience that provides the knowledge, skills and abilities for this position. Requires an understanding of recording equipment, or the ability to quickly develop an understanding of recording equipment, and the ability to correct routine malfunctions. Requires adequate hearing acuity, ability to insist on clarity of Recordings, proficiency in note-taking, and an understanding of courtroom procedures and vocabulary.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work collaboratively and collegially with coordinate colleagues and superiors. Requires the ability to understand and navigate varying levels of authority while performing job duties.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery utilized to capture the Official Record through electronic recording, requiring the monitoring, adjustment, regulation, and /or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires an understanding of appropriate courtroom decorum.

Mathematical Aptitude: Requires the ability to perform basic mathematical calculations such as addition, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise discretion appropriately and within the constraints of Court policy and direction from superiors and to employ problem-solving skills and techniques.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment to modify custom or practice to suit novel or unusual circumstances.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.