



COUNTY OF LEBANON

Job Announcement

Position:	Official Court Reporter
Department:	Courts Room 311 Municipal Building 400 South 8 th Street Lebanon, PA 17042
Available:	July 2026
Bargaining Unit:	N/A
Hours:	Approx. 8:00AM- 5:00PM, (40 hours) Monday through Friday
Pay Grade:	NU Grade 12 (Non-Union/Non-Exempt Pay Chart)
Salary Range:	\$21.98 Hr. and up depending upon experience
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is required for this position.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive:

- Record verbatim testimony in courtroom proceedings using a stenotype machine or a computer-aided stenotype machine.
- Read back relevant portions of record during trial, as required by presiding judge.
- Perform transcription of recorded material.
- Review and proof transcribed material.
- Manage and file records of all transcripts and documents.
- Deliver transcripts to appropriate personnel, i.e., counsel and parties.
- Review cases and decide on proper methods of handling/processing, including reporting, transcribing and reproducing.
- Maintain statistics and records concerning hearings and transcript production for future reference.
- Prepare Orders as required.

Other duties may be required and assigned.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

*****An Equal Employment Opportunity Employer*****

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Considerable knowledge of English language, proper grammar, punctuation, spelling, syntax and sentence structure.
- Considerable knowledge of office management and recordkeeping procedures, legal and medical terminology.
- Ability to write verbatim testimony at prescribed rates of speed within specified limits of accuracy in accordance with standards established by the Court.
- Ability to focus attention for prolonged periods of time.
- Ability to work under tight schedules.
- Ability to work until assignment or transcription completion, i.e., meet deadlines within a specified time-period.
- Ability to learn, within a short period of time, essential courtroom procedures, practices and policies as applicable to the court reporter's assigned function.
- Ability to maintain effective professional working relationships with the judiciary, attorneys, colleagues and the general public.
- Ability to fully utilize and maintain an updated computerized transcription system.
- Possess RealTime writing and transcription capabilities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

- High School diploma or equivalent
- Graduate of an accredited court reporting school, with certification/degree that applicant takes verbatim dictation at 180 (Literary), 200 (Jury Charge), and 225 (Q&A) words per minute.
- Minimum of two (2) years of court reporting experience with RealTime capability preferred.
- Ability to perform the essential functions of the position.

This is highly skilled stenographic work, reporting and transcribing verbatim testimony of court proceedings through the use of a computer-aided stenotype machine. This work also involves the use of a computer to transcribe notes of testimony. Transcripts represent the official record of court; therefore, employee's transcription skills require precise accuracy.

The Fifty-Second Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fifty-Second Judicial District will provide reasonable accommodations to qualified individuals and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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