

# Administrative Assistant/Court Reporter

The Court of Common Pleas of the 44<sup>th</sup> Judicial District Wyoming and Sullivan Counties is seeking a highly motivated administrative professional.

## Qualifications:

- High school diploma or equivalent
- Excellent English, grammar, and punctuation skills
- Possess excellent listening skills, organization, and time management skills
- Ability to adhere to strict deadlines and work independently
- Ability to communicate orally and in writing with Judges, Court Administrators, Court Reporters Judicial Administrative Assistant, all Court Personnel, attorneys, litigants, and the public

## Benefits:

- Annual salary- based on education and experience
- Health insurance
- Life insurance
- Defined benefit pension plan
- Paid time off
- 35 hours per week
- Monday to Friday
- Employee assistance program

## Responsibilities:

- Open Court when in session
- Accurately preserve Court record through recording system
- Mark exhibits, maintain all records and notes of testimony
- Ensure accuracy of daily log of all Court proceedings
- Generate Court orders
- Set up PolyCom and Zoom equipment when needed for video conferencing hearings
- Perform other office duties such as answering telephones, making copies, filing, scanning, emailing, responding to inquiries and request of Court records
- Interrupt when necessary to ensure accuracy and completeness of the record
- Transcribe testimony of Court proceedings including trials, hearings, orders, conferences, or any other Court related event as directed
- Assist other Court Reporters and Court staff as needed

The successful applicant's employment is contingent upon:

1. Pass criminal background check
2. Provide child abuse clearances
3. Have valid driver's license with good driving record

Applications can be submitted to Court Administration before May 31, 2024. Wyoming County is an EOE.