

Court Reporter/Judicial Assistant



Department:

Judge's Chambers

Location:

Tunkhannock & Laporte, PA (Wyoming & Sullivan Counties)

Posting Date:

09/02/2025

Description

The Court of Common Pleas of the 44th Judicial District of Wyoming and Sullivan Counties is seeking a highly motivated administrative professional. The individual in this position is expected to perform a variety of Court Reporting tasks and duties as a Judicial Assistant effectively, meet multiple deadlines, prioritize, and organize tasks, demonstrate attention to detail, including proofreading, grammar, and formatting documents, as well as navigating multiple case management systems, email, and file management, be adaptable to new responsibilities and maintain strict confidentiality. Legal and clerical experience a plus.

Typical Duties

- Preserving the Court Record
- Court Liaison for Attorneys and Staff
- Administrative Assistant to Newly Elected Judge
- Clerical Duties as directed
- Accurate Court Order and Transcripts as necessary
- Travel to Sullivan County Required
- Management of Kid's First Program

Minimum Qualifications

- High School Diploma or equivalent
- Clear Criminal Background Check and Child Abuse Clearance
- Valid Pennsylvania Driver's License with clean driving record
- Excellent Communication Skills

Additional Qualifications/Preferences

- Knowledge of Legal Proceedings
- Ability to work with public and attorneys in a fast-paced environment

How to Apply

- A Wyoming County Application can be found at wyomingcountypa.gov. Resume and letter of interest can be submitted to the District Court Administrator's Office located at 1 Courthouse Sq. Tunkhannock, PA 18657

Wyoming County is an Equal Opportunity Employer. This position is a Wyoming County Management Position with a 35-hour full time work week, Pension Plan, Dental and Health Benefits available, paid time off, Monday through Friday work week, and many other benefits.

[Wyoming County Courthouse- 1 Courthouse Square- Tunkhannock, Pennsylvania 18657]