

POSTED: October 5, 2016
REMOVED: October 19, 2016

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Digital Recording Technician – Part Time
Court Administration**

(Open to promotion, transfer or new hires)

SALARY: \$12.05 per hour

REQUIREMENTS:

1. High school diploma or equivalent.
2. Successful completion of a written general aptitude test.
3. Some experience in an office environment is preferred.
4. City residency required within (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

Covers court proceedings using digital audio reporting systems. Records and monitors all assigned court proceedings, creates annotations or recording log sheets, and files annotations and/or court trial sheets. Provides routine clerical support following established office procedures when not working in courtroom. This is an entry level position performed under the supervision of a clerical or administrative supervisor requiring knowledge and skill in the use of computer and related software and data entry functions in a courtroom setting. Training is provided. This position requires the employee to possess strong focusing and multi-tasking skills while in the courtroom, and the ability to follow strict guidelines regarding creation and preservation of recorded courtroom audio.

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.

- Operates and monitors recording system in courtroom through the use of digitalized recording software.
- Receives and responds to inquiries regarding practices, procedures and precedents of the assigned department.
- Receives requests for court records from lawyers, court officials and the public.

- Performs data entry functions to place essential information on court computers.
- Performs data entry functions to retrieve information from court computers.
- Interacts with judges, lawyers, the public and coworkers on a daily basis.
- Uses standard office equipment to record, store, retrieve, duplicate or present information.

Marginal Functions:

Answers telephones and greets the public.
Performs necessary office work, as instructed.

ENVIRONMENTAL CONDITIONS:

Standard courtroom conditions.
Standard clerical office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Skill in the use of a computer and related programs, including Microsoft Office and Windows Vista.
- Ability to type on keyboard with speed and precision.
- Skill in the knowledge and application of English grammar, punctuation and spelling.
- Ability to meet deadlines.
- Ability to deal with people in a tactful and efficient manner.
- Ability to sit for long periods of time.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.