

JOB POSTING

Court Monitor, Judge's Chambers

Tioga County is accepting applications for a full-time with benefits Court Monitor in the Judge's Chambers of Court Administration.

Interested individuals must submit an application to Tioga County Courthouse by April 5, 2023. Applications can be found online at www.tiogacountypa.us under the Human Resources department section. There is also a feature to click the online form button and fill out and submit the application online. Applications may also be picked up in person in the Courthouse lobby. Completed applications can be returned to the Courthouse at 118 Main Street, Wellsboro, PA 16901. For further application instruction or questions, please contact Human Resources at 570-723-8204 or 570-723-8205

POSITION DESCRIPTION:

This is responsible electronic recording work in the taping and transcribing verbatim accounts of Court of Common Pleas proceedings, hearings, and conferences for the President Judge. A Court Monitor uses an electronic recording system to record all testimony; noting speakers, terms and any other unusual aspects of the proceeding. The Court Monitor maintains case notes and processes the tapes and produced from the recorded proceedings. Transcripts may be certified in judicial appeal proceedings, and the monitor is responsible for the absolute accuracy of the transcript and the timely dissemination of same. This position is differentiated from the related judicial line staff positions by the type of equipment used to record and document court proceedings. An employee in this class performs under the general supervision of the President Judge.

MINIMUM REQUIREMENTS:

Graduation from high school or possession of a GED including or supplemented by courses in typing and automated methods of taking dictation, and some experience as a reporter recording and transcribing verbatim proceedings of judicial or quasi-judicial hearings, conferences and meetings, or any equivalent combination of education and experience.

Rate of pay for this position is \$13.83 per hour.

BENEFITS:

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 30 days
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement
- Pension

Applications will be accepted until April 5, 2023 or until the position is filled.

Tioga County is an Equal Opportunity Employer.