



## **COURT ADMINISTRATOR'S OFFICE**

THIRTIETH JUDICIAL DISTRICT OF PENNSYLVANIA  
JUDICIAL CENTER  
MEADVILLE, PENNSYLVANIA 16335-2696

HEIDI A. SHIDERLY, ESQ.  
COURT ADMINISTRATOR  
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DEPUTY COURT ADMINISTRATOR  
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### **Job Opening: Official Court Reporter**

Crawford County Court of Common Pleas has an immediate opening for an Official Court Reporter. The position involves technical work reporting and transcribing verbatim testimony in a variety of court proceedings.

#### **Qualifications:**

High School Diploma or General Education Degree (GED) is required

Graduation from an accredited court reporter course is required

Demonstrated proficiency needed to meet Pa Supreme Court requirements for speed, accuracy and audible clarity is required

Minimum 6 months to 1 year of job-related experience is desired

#### **Required Knowledge, Skills and Ability:**

Ability to use a stenographic machine and computer software to produce accurate transcripts

Possess excellent listening skills

Ability to demonstrate mental, audio and visual acuity, including ability to comprehend information and ideas, recognize speech, communicate information and ideas using proper form of English usage

Ability to concentrate on a task over a long period of time

Ability to maintain confidentiality

Ability to adhere to strict deadlines and work independently to do so

Possess a working understanding of legal, medical and technical terminology

Possess excellent organizational and time management skills

This is a Non Exempt, Union position, starting salary of \$19.88/hr, 35 hours / week, plus lump sum of \$12,000 per year for all transcripts and orders produced.

Resume, Letter of Interest and County application\* to

Heidi A. Shiderly, Esq.  
District Court Administrator  
359 E. Center St.  
Meadville, PA 16335  
[CourtAdministration@co.crawford.pa.us](mailto:CourtAdministration@co.crawford.pa.us)

\* <https://www.crawfordcountypa.net/HR/Documents/CountyEmploymentApp.PDF>