

POSTING DATE: CONTINUOUS

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

OPEN TO NEW APPLICANTS, PROMOTION OR TRANSFER

POSITION: DIGITAL RECORDING TECHNICIAN (Part-Time)
Court Reporting Services

SALARY: \$12.04/hr

PURPOSE: To establish a pool of qualified applicants for future vacancies within the First Judicial District of Pennsylvania. Applications will remain on file for one year from the date of submission.

Applications are being accepted for this position. Qualified applicants may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No faxes please.**

REQUIREMENTS:

1. High school diploma or equivalent.
2. General knowledge in the use of a computer.
3. Successful completion of a written examination.
4. City residency required within six (6) months of satisfactory completion of the orientation period.
5. Ability to perform the essential functions of the position.

GENERAL DEFINITION

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.

An employee in this position covers court proceedings using digital audio reporting systems. Work involves recording and monitoring all assigned court proceedings, creating annotations or recording log sheets, and filing annotations and/or court trial sheets. The employee provides routine clerical support following established office procedures when not working in a courtroom.

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.
- 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.

PHYSICAL AND MEDICAL STANDARDS

Ability to perform the essential functions of the position.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans 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.