

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**14 COURT MONITOR - COURTS**  
**\$19.6948/hr - 35 hrs/wk**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/23/2026

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: 14 COURT MONITOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to electronically record audio testimony of Court proceedings. Duties and responsibilities include, but are not limited to: use of an electronic recording system to record all testimony; coordinating remote video participation; noting speakers, terms, and any unusual aspect of Court Proceedings and process; may document evidence submissions in the absence of a court reporter, preserve the recordings; prepare requested testimony for transmission to a certified court reporter or transcription service; assist the presiding judge and parties with use of the courtroom electronic systems (document projectors, video presentations, hearing assistive devices); and other duties as required. This position reports to the Deputy Court Administrator, as the designee of the District Court Administrator.

### **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 by the Deputy Court Administrator, the District Court Administrator the President Judge, or designee.**

1. Prepares the court or hearing room for proceedings including set-up and testing audio, remote video, and recording equipment. Asks participants if they require technological assistance. Provides training as requested. Verifies that all needed log books, evidence supplies, and related clerical supplies are ready for court.
2. Assures that all court participants are present for court. Informs presiding judge when court is ready.
3. Records and monitors audio testimony during Court proceedings by electronic means in accordance with Court policy and procedure; politely interrupts Court Proceedings to ensure accuracy and completeness of the recording; ensures all testimony, argument, and discussion meant to be On-The-Record is audible, provides instruction in this regard to court participants; plays back portions of Court Proceedings if requested by authorized individual; ensures confidentiality of all evidence and testimony.
4. Manually or electronically logs information and events such as case number, date, names, and proper spellings of presiding judge or hearing officer, legal counsel, self-represented litigants, case number, and parties as they occur so that events can be easily located for reference purposes.
5. Swears in witnesses involved in Court Proceedings during non-jury hearings and trials; adheres to all county, state, and federal laws and regulations.
6. Determines correct spelling of names, terminology, and other specifics of testimony by inquiring of court participants and examining case files.

In the absence of a Court Reporter, labels and tracks case exhibits during Court Proceedings; maintains proper order of exhibits submitted as evidence in Court Proceedings.

7. Assists the presiding judge, attorneys, and self-represented court participants with proper use of electronic court technology such as document projectors, video presentation, remote video participation, or other technology.
8. Prepares court orders as directed by the presiding judge.
9. Assists court participants and members of the public with Americans with Disabilities requests, including hearing assistive devices, and general access to the proceeding.
10. Consults with the Deputy Court Administrator regarding equipment, software, other machinery and supplies used in daily work assignments; identifies when equipment is not in proper working order; identifies when repairs to equipment are necessary, including minor repairs; makes recommendations regarding needed equipment, supplies, software, and repairs.
11. Processes transcript requests and verifies required payments pursuant to court rules. Transmits the required audio file and related notes through electronic means or hard copy to the designated court reporter or transcription service. Maintains records of status of transcript requests. Receives and files certified transcripts following transcription with the presiding Judge, hearing officer, attorneys or parties, the appropriate filing office, and other authorized individuals or entities, in accordance with Court policy and applicable Rules and law. Bills parties for balances due following transcription.
12. Maintains reports detailing work completed and pending in accordance with Court policy and applicable Rules and law.
13. Consults with the Deputy Court Administrator regarding appropriate retention and preservation practices for work product.

## **ADDITIONAL FUNCTIONS**

1. Types and prepares various correspondence including, but not limited to, letters, legal documents, memoranda, reports, and other documents; reviews information for accuracy and completeness; makes corrections and additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference as needed.
2. Understands and displays appropriate courtroom decorum. Communicates appropriately with court participants during proceedings.
3. Consults with the Deputy Court Administrator regarding continuing education and training needs.
4. Attends department meetings.
5. Works collaboratively with other members of the department as well as other colleagues and employees of the Court and County.
6. Appropriately directs questions and inquiries. Exhibits collegial working relationship with court participants.
7. Exhibits willingness and ability to adapt to change.
8. Able to work in an environment with varying levels of authority.
9. Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

10. Performs other duties as assigned by the Deputy Court Administrator, District Court Administrator, President Judge, or her/his designee.
11. This position may occasionally work beyond normal business hours of 8:30AM-4:30PM due to the requirements of the court schedule.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of practical experience in an administrative, professional, governmental, legal, or judicial setting; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities for this position. Requires an understanding of audio recording equipment, remote video meetings, video projection technology, or the ability to quickly develop an understanding of courtroom technological equipment; and the ability to correct routine malfunctions. Requires adequate hearing acuity, ability to insist on clarity of recordings, excellent listening skills, proficiency in note taking, and an understanding or ability to learn courtroom procedures and vocabulary.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work collaboratively and collegially with colleagues and superiors. Requires the ability to understand and navigate varying levels of authority while performing job duties.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery utilized to capture the Official Record through electronic recording. Requires active and continuous monitoring, adjustment, regulation, and /or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires an understanding of appropriate courtroom decorum including proper communication during proceedings

**Mathematical Aptitude:** Requires the ability to perform basic mathematical calculations such as addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise discretion appropriately and within the constraints of Court policy and direction from superiors and to employ problem-solving skills and techniques.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment to modify custom or practice to suit novel or unusual circumstances.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling. May involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.