



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 24402

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL COURT REPORTER **JG: 28**

LOCATION: SUPREME COURT, CRIMINAL BRANCH - NEW YORK COUNTY

BASE SALARY: \$84,897 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of permanent, competitive class service as a Senior Court Reporter; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Principal Court Reporters are responsible for supervising and auditing the activities of Senior Court Reporters in the Supreme Court operations located in the Bronx, Manhattan, Kings and Queens as well as Supreme and County Courts in Judicial Districts where at least 20 Senior Court Reporters are employed. They set quality standards, review Court Reporter staffing patterns, supervise the maintenance of periodic activity reports, and perform other related duties. A Principal Court Reporter rarely records and transcribes proceedings. The position calls for outstanding supervisory and training ability and requires advanced knowledge of the procedures employed by the Court in which the position is located.

ASSIGNMENT: SUPREME COURT, CRIMINAL BRANCH - NEW YORK COUNTY

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

BARRY CLARKE, ESQ.
CHIEF CLERK VII
SUPREME COURT, NEW YORK COUNTY - CRIMINAL TERM
100 CENTRE STREET, ROOM 1010
NEW YORK, NY 10013

POSTING DATE: July 2, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 24, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
