



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23905

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**TRANSFER OPPORTUNITY**

**POSITION TITLE:** SENIOR COURT REPORTER **JG: 27**

**LOCATION:** SUPREME COURT - CIVIL TERM , NEW YORK CITY

**BASE SALARY:** \$ 77,414 + LOCATION PAY \$3,555

**CLASSIFICATION:** **COMPETITIVE**

**QUALIFICATIONS:** One year of permanent competitive class service as a Court Reporter; **or**  
Four years of recent general verbatim reporting experience\*; **or**  
Successful completion of a program in general verbatim reporting from a recognized school and three (3) years of satisfactory full-time experience in general verbatim reporting.\*

**DISTINGUISHING FEATURES OF WORK:**

Senior Court Reporters are responsible for verbatim recording and transcribing testimony in formal and informal court settings such as trials, conferences, calendar calls, arraignments, and hearings. Senior Court Reporters work in the Court of Claims, the Supreme Court, and those County Courts with 2 or more full-time County Court Judges or one full-time County Court Judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650. They may also be assigned to record and transcribe administrative hearings or to work in other courts during emergencies or in a difficult or protracted proceeding. They may also perform courtroom clerical duties related to the matters before the court and back office clerical tasks and other related duties.

**ASSIGNMENT:** SUPREME COURT - CIVIL TERM, NEW YORK CITY

**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 three (3) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

JOHN WERNER  
CHIEF CLERK VII AND EXECUTIVE OFFICER  
NEW YORK SUPREME - CIVIL TERM  
60 CENTRE STREET - ROOM 700  
NEW YORK, NY 10007

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** November 4, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 2009

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

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