



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 27006**

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

LOCATION: SUPREME COURT, QUEENS COUNTY

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

CLASSIFICATION: **NON-COMPETITIVE**

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

Two hundred fifty (250) days of per diem experience may be substituted for one year of full-time experience.

*Under the existing rules of the Unified Court System, an appointment may be made on a Provisional/Temporary basis if there is no eligible list for the position. To be appointed on a permanent basis, you must take the examination and be among the top three acceptors.

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: QUEENS SUPREME COURT

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: 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) and a resume to:

ANTHONY D' ANGELIS
CHIEF CLERK VII - CIVIL TERM
QUEENS SUPREME COURT
88-11 SUTPHIN BOULEVARD, 3RD FLOOR
JAMAICA, NY 11435

*****PLEASE NOTE*****

APPLICANTS ARE STRONGLY ENCOURAGED TO INCLUDE A RESUME WITH THEIR USC-5 APPLICATION.

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 6, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 28, 2010

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