

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07011

THIS POSTING IS BEING EXTENDED. THOSE WHO HAVE PREVIOUSLY APPLIED DO NOT NEED TO RE-APPLY.

APPLICATIONS ARE BEING ACCEPTED FOR POSITIONS IN TWO TITLES: COURT REPORTER AND SENIOR COURT REPORTER. TITLE TO BE DETERMINED AT THE TIME OF APPOINTMENT.

POSITION TITLE: COURT REPORTER **JUDICIAL GRADE:** 24 **BASE SALARY:** \$68,418 ANNUALLY

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of recent general verbatim reporting experience*; **OR** Completion of a course in court reporting and two (2) years of full-time general verbatim reporting experience*.
* 250 days of per diem experience may be substituted for one year of full-time experience.

DISTINGUISHING FEATURES OF WORK: 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. They also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporters may be assigned to work in other courts during emergencies or to record and transcribe administrative hearings. Court Reporters work in the Civil and Criminal Courts of the City of New York and in City, Family, District, Surrogate's and County Courts.

-OR-

POSITION TITLE: SENIOR COURT REPORTER **JUDICIAL GRADE:** 27 **BASE SALARY:** \$80,508 ANNUALLY

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.*
* 250 days of per diem experience may be substituted for one year of full-time experience.

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.

LOCATION: NYS COURTS AND AGENCIES WITHIN THE 7th JUDICIAL DISTRICT. (7TH Judicial District includes Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, and Yates Counties). Travel may also be required within the eight counties of the 7th Judicial District.

CLASSIFICATION: COMPETITIVE - Applications received will be used to fill any temporary and/or provisional vacancies that may occur in this title within the 7th Judicial District during the next six (6) months - and only in the event that a civil service list is not available to make permanent appointments.

TYPICAL DUTIES: Court Reporters and Senior Court Reporters must have knowledge of the principles of shorthand writing, legal and medical terminology, judicial procedures and court policies, and of standardized transcript format and administrative rules regarding transcript production. Court Reporters must have the skill to record and transcribe multi-voiced verbatim testimony during legal proceedings at speeds averaging from 175 to 190 words per minute, and Senior Court Reporters must have the same skill at speeds averaging from 175 to 225 words per minute. Court Reporters and Senior Court Reporters must have the ability to utilize computer-aided transcription (CAT) systems in the timely production of transcripts, adapt to different accents, manners of speaking and record slang or idiomatic expressions. They must also have the ability to accurately translate stenographic notes when reading aloud, to label and maintain notes accordingly, and to produce neat and legible transcripts.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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: **3**

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:

NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
ROOM 161 HALL OF JUSTICE
ROCHESTER, NEW YORK 14614-2184

FAX # (585) 784-4231

E-MAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete an EEO Data Collection form, UCS-19X.

DATE OF POSTING:

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:

July 28, 2010

SEPTEMBER 8, 2010

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