



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 9010      **AMENDED**

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

**LOCATION:** 9<sup>TH</sup> JUDICIAL DISTRICT, ORANGE COUNTY

**BASE SALARY:** \$ 80,508      +      LOCATION PAY \$1,848

**CLASSIFICATION:** **NON-COMPETITIVE**

**QUALIFICATIONS:** One year of permanent competitive class service as a Court Reporter and proficiency in Realtime reporting techniques; **or**  
Four years of recent general verbatim reporting experience\* and proficiency in Realtime reporting techniques; **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\* and proficiency in Realtime reporting techniques.

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

**DISTINGUISHING FEATURES OF WORK:**

Senior Court Reporters-Realtime are responsible for providing computer text screens instantaneously, verbatim recording and transcribing of testimony in formal and informal court settings such as trials, conferences, calendar calls, arraignments, and hearings. Senior Court Reporters-Realtime 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. Senior Court Reporters-Realtime may be assigned to record, transcribe and provide realtime reporting for 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.

**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:

Nancy Mangold  
District Executive  
Westchester County Courthouse  
111 Dr. Martin Luther King Jr. Boulevard  
White Plains, NY 10601

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

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**POSTING DATE:** June 9, 2010      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 30, 2010

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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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