

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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**ANNOUNCEMENT NUMBER 09033**

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

**LOCATION:** WESTCHESTER SUPREME AND COUNTY COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

DUTCHESS SUPREME & COUNTY COURT  
10 MARKET STREET  
POUGHKEEPSIE, NEW YORK 12601

**BASE SALARY:** \$80,508 + \$3,697 LOCATION PAY FOR WESTCHESTER  
\$1,848 LOCATION PAY FOR DUTCHESS

**CLASSIFICATION:** COMPETITIVE/PROVISIONAL \*\*

\*\* 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.

**QUALIFICATIONS:** One (1) year of permanent competitive class service as a Court Reporter; or four (4) 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:** Assigned to proceedings in Supreme and County Court in the 9<sup>TH</sup> Judicial District.

**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**.

**ADDITIONAL INFORMATION:** Individuals who have either failed or have withdrawn from a recent civil service examination for the title of Senior Court Reporter (Examination 45-744 or 55-744 ) administered April 5, 2008, or Court Reporter (Exam 45-754) administered April 25, 2009 or failed the Court Reporter Assessment or any provisional employee who was eligible to take these exams however chose not to, will not be considered for this position. In addition, as part of the screening process for this position, candidates will be required to participate in a formal assessment of their verbatim recording and transcribing skills, including a read back from their stenographic notes.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO E-MAIL [9JDeploymentapps@nycourts.gov](mailto:9JDeploymentapps@nycourts.gov) OR SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/ucs5.pdf> ) AND RESUME TO:

NANCY MANGOLD  
DISTRICT EXECUTIVE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE:                SEPTEMBER 22, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:    OCTOBER 14, 2010

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