



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9202

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

LOCATION: 9TH JUDICIAL DISTRICT
WESTCHESTER SUPREME & COUNTY COURT

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

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One (1) year of permanent, competitive class service as a Senior Court Reporter; or
An equivalent combination of education and experience.

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:

Duties include assigning Court Reporters throughout the district to proceedings, monitoring shifting daily demands, and rotating assignments according to multiple areas of consideration; determining transcription priorities and deadlines; setting quality standards for completed transcripts and reviewing same for correctness of format, grammar, spelling, and punctuation; answering inquiries from attorneys and interested parties regarding the status of outstanding transcripts and addresses concerns over production time, cost, and quality; supervises and resolves time and leave issues. Also, acts as a liaison with court managers to provide court reporting services to the courts.

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:

NANCY BARRY, ESQ.
CHIEF CLERK
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

POSTING DATE: June 14, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 6, 2012

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