



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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ANNOUNCEMENT NUMBER 09917

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POSITION TITLE: COURT REPORTER - PART TIME JG- 24  
17 ½ HOURS PER WEEK

LOCATION: MT. VERNON CITY COURT  
ROOSEVELT SQUARE  
MT. VERNON, NEW YORK 10550

BASE SALARY: \$65,786 @ 50% + 3,555 @ 50% LOCATION PAY

CLASSIFICATION: COMPETITIVE - TEMPORARY

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.

**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.

**ASSIGNMENT:** Court Reporter will be assigned to Mt. Vernon City 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 dependant 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 3 months. Position(s) available at the present time: 1.

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND/OR RESUME TO:**

LAWRENCE DARDEN, CHIEF CLERK  
MT. VERNON CITY COURT  
ROOSEVELT SQUARE  
MT. VERNON, NEW YORK 10550

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

**POSTING DATE: DECEMBER 23, 2009**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JANUARY 14, 2010**

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