UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 23242 **PROMOTIONAL OPPORTUNITY**

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

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: $97,522 + $4,300 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One 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 but are not limited to: assigning Senior Court Reporters to proceedings; determining transcription priorities and deadlines; setting quality standards for completed transcripts; reviewing transcripts; training new Senior Court Reporters in specialized procedures; responding to inquiries from interested parties regarding the status of outstanding transcripts and addressing concerns over production time, cost, and quality; supervising employee performance and time and leave; and acting as a liaison with court managers to provide court reporting services.

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: NYS Unified Court System employees 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) a resume and a cover letter by email to SFC-Job-Applications@nycourts.gov or by mail to:

DENIS REO
CHIEF CLERK VII
SUPREME COURT - CIVIL TERM, NEW YORK
60 CENTRE STREET, ROOM 700
NEW YORK, NEW YORK 10007

POSTING DATE: September 15, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 13, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.