



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

**TITLE: SENIOR COURT REPORTER (JG-27)**

**EXAMINATION NO.: 45-844**

### **EXAMINATION DATE**

This examination is scheduled to be administered online **on Friday, June 20, 2025 and Saturday, June 21, 2025.**\* Applicants only need to test on one date. The examination will be available through Realtime Coach (RTC), the examination vendor. NYS Unified Court System employees who are regularly scheduled to work weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

\*If the number of applicants exceeds available capacity for 6/20/25 and 6/21/25, contingency testing will be scheduled beginning Sunday, 6/22/25 and during the week of 6/23/25. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

### **DISTINGUISHING FEATURES OF WORK**

Senior Court Reporters are responsible for verbatim reporting and transcribing testimony in formal and informal court settings such as trials, conferences, calendar calls, arraignments, hearings, and in camera proceedings. Senior Court Reporters work in the Court of Claims, the Supreme Court, and those County Courts with two 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 report 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.

### **LOCATION OF POSITIONS**

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State.

Two separate, promotional examinations, Senior Court Reporter 55-845 (for Court Reporters holding non-competitive status) and Senior Court Reporter 55-846 (for Court Reporters holding permanent competitive status), are being held in conjunction with this open-competitive examination. The promotional eligible lists will be used to make appointments before appointments are made from the eligible list established from the open-competitive examination.

Appointments will be made in the following order: (1) promotional eligible list resulting from the 55-846 examination (2) promotional eligible list resulting from the 55-845 examination (3) open-competitive eligible list resulting from this 45-844 examination.

### **APPLICATION PROCESS**

A **\$30.00 non-refundable and non-transferable application fee**, plus a **2.99% credit/debit card non-refundable and non-transferable service fee**, is required to file for this examination. Applications for this examination must be filed online between **10 A.M. on January 16, 2025 and February 26, 2025.** As examination scheduling requires a unique e-mail address for each applicant, please do not include another applicant's e-mail address on your examination application. If you have an existing RTC account, please use the e-mail address associated with the account on your examination application. **An application is considered filed upon receipt of an Application ID Number at time of submission.**

## **SELF-SCHEDULING**

On or about March 17, 2025, applicants will be e-mailed information about setting up their RTC accounts. If you have not received an e-mail by March 18, 2025, [contact RTC](#).

While applicants do not need to self-schedule their examination appointments in advance, applicants must complete the required pre-test steps (e.g., review online testing instructions, take practice examinations) prior to their examination session. Those who do not complete the required pre-test steps will not be able to access and begin the examination on the examination date.

## **MINIMUM QUALIFICATIONS TO COMPETE**

To be eligible to compete in this examination, applicants must, by the date of the examination, June 20, 2025, possess a high school diploma or its educational equivalent **and** meet one of the following:

- 1) Three (3) years of general verbatim reporting experience\*
- or**
- 2) Graduation from a formal program in court reporting and two (2) years of general verbatim reporting experience\*

\*Two hundred (200) days of per diem experience may be substituted for one year of full-time experience.

## **MINIMUM QUALIFICATIONS FOR APPOINTMENT**

Successful candidates must, at the time of appointment, have

- 1) Four (4) years of general verbatim reporting experience\*
- or**
- 2) Graduation from a formal program in court reporting and three (3) years of general verbatim reporting experience\*

\*Two hundred (200) days of per diem experience may be substituted for one year of full-time experience.

## **EXAMINATION**

This examination will be given online. It consists of two components—a multiple-choice written test and a dictated performance test presented in a video-recorded format. Applicants **must** obtain a passing score on **each** component. The multiple-choice written component will be weighted 25% and the performance component will be weighted 75% of the final ranked score.

## WRITTEN TEST

The written examination consists of multiple-choice questions designed to assess the following:

1. **Knowledge of English Grammar and Usage, Punctuation, and Sentence Structure**  
These questions assess applicants' ability to apply the rules of English grammar, usage, punctuation, and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar, usage, punctuation, and sentence structure.
2. **Spelling and General Vocabulary**  
These questions assess applicants' knowledge of the spelling and meaning of words and phrases that Court Reporters may encounter in their daily work.
3. **Knowledge of Medical, Legal, and Technical Terminology**  
These questions assess applicants' knowledge of the medical, legal, and technical terminology that Court Reporters may encounter in their daily work. These questions may include, but are not limited to, terms from fields such as law, forensic science, anatomy, physiology, and medicine.

**SCORING** - The multiple-choice written examination is weighted 25%. The passing score for the written examination will be determined at a date following the administration of the examination.

## PERFORMANCE TEST

The performance component of the Senior Court Reporter consists of verbatim transcription of three sections:

1. **Opening of Counsel** - given at a rate averaging 185 words per minute for three minutes
2. **Direct Testimony** - involves four voices, including the examination of a witness, objections by opposing counsel, and rulings by the Court. It is given at a rate averaging 200 words per minute for five minutes.
3. **Judge's Charge** - averaging 185 words per minute for three minutes

**NOTE:** Prior to the beginning of the actual dictated portion of the test, applicants will be provided with a practice dictation involving four voices for 2 minutes at a rate averaging 200 words per minute. This section does not have to be transcribed and will not be rated.

**SCORING** - The performance test is weighted 75%. Applicants must have an average of not more than five (5) errors per one hundred words dictated in order to obtain a passing mark of 70 on the overall performance test.

**TIMING** - Applicants will be given a total of **90 minutes** to edit and attach the final transcript.

**Senior Court Reporter Orientation Guide:** Download the **Senior Court Reporter Orientation Guide**, which provides more detailed information about the examination.

**Practice Dictation:** A practice dictation video and the respective transcripts are available below so that applicants can familiarize themselves thoroughly with the performance test.

1. Review the practice dictation video:  
[https://cmi.nycourts.gov/vod/WowzaPlayer/oca/2022\\_Senior\\_Court\\_Reporter\\_Practice\\_Exam](https://cmi.nycourts.gov/vod/WowzaPlayer/oca/2022_Senior_Court_Reporter_Practice_Exam)
2. Review transcripts of the practice dictation video:  
[https://www.nycourts.gov/LegacyPDFS/CAREERS/exams/2017SCR\\_Practice\\_Web\\_Transcript.pdf](https://www.nycourts.gov/LegacyPDFS/CAREERS/exams/2017SCR_Practice_Web_Transcript.pdf)

## SPECIAL INSTRUCTIONS

1. Only manual shorthand or shorthand writing machines will be permitted. Real-time translation is permitted during the dictation portion of the examination. **The audiosync function of stenographic machines equipped with this feature must be turned off.** Audio or video recording devices will ***not*** be allowed. Applicants must be able to produce and upload their note and transcript files in PDF format.
2. Before you start taking dictation, make sure your stenographic machine is set in TEST MODE. This feature will prevent the test files to be stored to your writer's internal memory.

General instructions on how to set your machine in Test Mode are as follows:

Turn on your writer  
Press "Set Up"  
Press "More"  
Press "Test Mode"  
Press "On" to activate Test Mode

3. All notes and transcription papers must be uploaded (in PDF format) to My Realtime Coach's platform at the close of the examination. After the exam, applicants using stenographic machines with internal memories or a memory flash card, will be asked to reformat the writer's memory and/or flash drives and delete any files from their computer. **Therefore, applicants should be careful to have NO files stored in the stenographic machine's memory or on the memory flash card.** Applicants must turn off the power to their machines at the close of the examination.
4. Use of dictionaries (English, Legal, and/or Medical) will be permitted during the performance component of the examination **only**.

## TRANSCRIPTION GUIDELINES FOR APPLICANTS

1. Applicants are entitled to one proctored performance practice test. It is strongly recommended that applicants take their proctored test using the same equipment and in the same environment as they plan for the actual test to ensure they meet the minimum technical requirements.
2. Applicants are responsible for producing their own transcripts without assistance. Applicants must use their own dictionary and perform their own translating and editing.
3. Additional transcription time will **not** be allowed for loss of internet connection, equipment failure, or applicant mishaps such as accidental erasing of computer files. The time required to attach the transcript files is included in the allotted time. Applicants must be comfortable with finding their files before the test day.
4. The printing of rough drafts is not permitted.
5. Applicants are prohibited from sharing of test material by electronic or manual transmission, or any other means. Failure to adhere to this rule will result in automatic disqualification.
6. Applicants, including those withdrawing from the examination, are required to:
  - a. Upload all test files in PDF format (i.e., notes, final transcripts)
  - b. Delete all test-related files (both from the stenographic machine and their laptop)
  - c. Reformat the writer's memory after the examination. Therefore, we strongly recommend jobs in the writer's memory be deleted prior to taking the exam.

## **INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY**

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An e-mail address is required to complete the application process and to receive scheduling information and Result Notices. As examination scheduling requires a unique e-mail address for each applicant, applicants should not share e-mail addresses. An application is considered successfully filed upon receipt of an Application ID Number at time of submission.

**FILING FEE:** A **\$30.00 non-refundable and non-transferable filing fee**, plus a **2.99% credit/debit card non-refundable and non-transferable service fee**, is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded. Employees of the Unified Court System are not required to submit a filing fee. Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERAN CREDITS:** Disabled (10 points) and non-disabled (5 points) veterans who are eligible for extra credit will have the appropriate number of points added to the final rating if otherwise successful in the examination. Eligible veterans should claim the credits when they file the application. Further information regarding instructions for filing and eligibility is contained in the application. If veteran credits are granted, eligibles will have an option to waive them any time prior to appointment.

**VERIFICATION OF QUALIFICATIONS:** The Office of Court Administration may refuse to examine an applicant, or after examination, to include an applicant on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the eligible list.

**EXAMINATION RATINGS:** Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing score for the written examination will be determined at a date following the administration of the examination.

**SPECIAL ARRANGEMENTS:** Applicants who cannot be tested on a Saturday for religious reasons, must include this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date and will be reviewed on a case-by-case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of the filing period for the examination.

**WARNING:** Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or taking a civil service examination for someone else, or enlisting another person to take an examination for another will be subject to disqualification from that examination, may be barred from future examinations with the Unified Court System, and may be subject to other penalties as prescribed by law.

**APPLICANTS SHOULD CONTACT RTC IF THEY HAVE NOT RECEIVED AN EXAMINATION INFORMATION E-MAIL BY MARCH 18, 2025.**

**The Unified Court System is an Equal Opportunity Employer.**