



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

OPEN-COMPETITIVE EXAMINATION

TITLE: SENIOR COURT REPORTER (JG-27)

EXAMINATION NUMBER: 45-801

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **December 16, 2017**.

**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. A promotional examination, Senior Court Reporter (55-801), is being held in conjunction with this open-competitive examination. The promotional list will be used to make appointments before appointments are made from the list established from the open-competitive examination.

**APPLICATION
PROCESS**

A **\$30.00 non-refundable** application fee is required to file for this examination. Applications for this examination must be filed **ELECTRONICALLY no later than October 18, 2017**. To access the application go to: www.nycourts.gov/careers/. Applicants must have a working e-mail address to complete the application process and to receive Admission and Result Notices. An application is considered successfully filed upon immediate receipt of an Application ID Number. Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: UnifiedCourtSystemExam@nycourts.gov.

**ADMISSION
NOTICE**

Admission notices will be e-mailed to all applicants on or about December 6, 2017. Contact the Office of Court Administration at (212) 428-2580 or e-mail CivilServiceAdmin@nycourts.gov seven (7) days prior to the examination date, if an Admission Notice has not been received.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must, by the date of the examination, December 16, 2017, possess a high school diploma or its educational equivalent **and** meet one of the following: three (3) years of general verbatim reporting experience*; **or**, 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 four (4) years of general verbatim reporting experience* **or**, 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 consists of two components – a multiple-choice written test and a dictated performance test presented through a video 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 and 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 and 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 Senior 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 Senior 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 exam consists of the following **two** parts:

1. **Transcription:** Applicants are required to take dictation and transcribe an Opening Statement of Counsel (averaging **185** words per minute for **three** minutes) and a Direct Testimony involving four voices, including examination of a witness, objections by opposing counsel, and rulings by the Court (averaging **200** words per minute for **five** minutes).
2. **Read-Back:** Applicants are also required to take and later read back a Judge's Charge (averaging **185** words per minute for **three** minutes). Applicants are given **five** minutes to study their notes from dictation and **10** minutes to read back the Charge. Applicants must be able to produce a paper record of: 1) their raw stenographic notes and 2) their translated, unedited notes, and read from these notes for this portion of the examination.

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 which includes both transcription and read-back sections of the test.

TIMING - Applicants are given a total of 2½ hours to complete the transcription and read-back parts of the performance test.

Senior Court Reporter Orientation Guide: Go to www.nycourts.gov/careers/exams.shtml to download the Senior Court Reporter Orientation Guide and make sure you read it thoroughly. It contains important information about the examination.

SPECIAL INSTRUCTIONS

1. Only shorthand writing machines will be permitted. Real-time translation is **not** permitted and computers will **not** be allowed during the dictation or the read-back 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 using paperless writers must produce paper notes.
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. Stenographic paper, computer disks and flash cards will **not** be available at the test site. Applicants must provide their own equipment and supplies necessary to record, transcribe, and print the exam. Proper functioning of equipment and having sufficient supplies are the responsibilities of the applicant.
4. The transcription portion of the dictation must be completed on a typewriter, personal computer, or with the use of computer-aided transcription (CAT). Applicants must provide their own equipment to transcribe the dictation. Laptop computers and compact printers are preferred since transcription space will be limited. Typewriters and computers will **not** be available at any of the examination sites.
5. All notes and diskettes must be given to the proctor at the close of the examination. Applicants who plan to use stenographic machines requiring diskettes must bring a blank diskette to the examination. After the exam, applicants using stenographic machines with internal memories, an SD card or a memory flash card, will be asked to reformat the writer's memory and/or flash drives/SD cards, and delete any files from their computer. **Therefore, applicants should be careful to arrive at the examination with NO files stored in the memory, SD card or on the memory flash card.** Applicants must turn off the power to their machines at the close of the examination.
6. Use of dictionaries (English, Legal, and/or Medical) will be permitted during the performance component of the examination **only**. Applicants must supply their own dictionaries. Sharing of dictionaries is **not** permitted.
7. Use of **cell phones** and **tablets** is **not** permitted at the test site and these devices must be turned off before entering the test center. Applicants will **not** be permitted to make or receive any calls or electronic messages until they are dismissed from the test center. Headsets, bluetooth and other hands-free devices are **not** permitted. Children and/or pets are **not** permitted at the test center.
8. **Access to the Internet will NOT be permitted during the examination.**

TRANSCRIPTION GUIDELINES FOR APPLICANTS

1. **Applicants MUST make sure they know how to operate their equipment and comply with the instructions set forth in the Orientation Guide.**
2. Applicants are responsible for producing their own transcripts without assistance. Applicants must use their own dictionary, and perform their own translating, editing, and printing functions.
3. Additional transcription time will **not** be allowed for equipment failure, applicant mishaps such as accidental erasing of computer files, or forgotten items (e.g., cables, power cords).
4. Applicants are personally responsible for the functioning, or the failure to function, of their machines. Should any equipment fail to function properly, be dropped, stolen, broken, etc., neither the site, the Chief Examiner, nor the Office of Court Administration is responsible.
5. Applicants are responsible for all necessary hardware and software including computer-aided transcription (**CAT**) writers, computers, security keys, blank disks, flash memory cards, printers, cables, extension cords, adapters, and surge protector/power strips.
6. The printing of rough drafts is permitted; however, the following rules apply:
All rough draft pages must be submitted with the final test transcript.
All rough draft pages must be clearly marked "Rough Draft" and a large "X" marked across the page to distinguish them from final copies.
No printer may be shared with another applicant. In the event of a printer failure, applicants may use the remaining test time to transcribe the dictation on a personal typewriter that they bring to the test center.
7. Applicants are prohibited from both viewing and handling another applicant's test material. Failure to adhere to this rule will result in automatic disqualification. **Sharing of test material by electronic or manual transmission, via email, text messaging or any other means is not permitted.**
8. Applicants, including those withdrawing from the examination, are required to submit the following items to the room proctor:
 - a. Writer Disk (with 9-digit Social Security Number on it)
 - b. **All** rough drafts
 - c. Final transcript.
9. Applicants, whose writer uses a RAM, SD card or memory flash card, will be requested to reformat the writer's memory after the examination. Therefore, we strongly recommend jobs in the writer's memory be deleted prior to arriving at the test center site.

PLEASE NOTE:

- **TYPEWRITERS AND TRANSCRIPTION PAPER ARE NOT AVAILABLE AT TEST SITES. APPLICANTS MAY BRING THEIR OWN TYPEWRITER. IF APPLICANTS BRING AN ELECTRIC TYPEWRITER, APPLICANTS MUST ALSO BRING AN EXTENSION CORD AT LEAST 10 FEET LONG. IT IS RECOMMENDED THAT APPLICANTS BRING AT LEAST 50 SHEETS OF TRANSCRIPTION PAPER.**

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. A working e-mail address is required to complete the application process and to receive Admission and Result Notices. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon immediate receipt of an Application ID Number.

FILING FEE: A \$30.00 **non-refundable** filing 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 anytime 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 and 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 THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR CIVILSERVICEADMIN@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE DECEMBER 16, 2017.

The Unified Court System is an Equal Opportunity Employer.