



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT**

Announcement Number: 3015

POSITION TITLE: Senior Court Reporter JG: 27

LOCATION: Third Judicial District
All Third Judicial District Counties: Albany, Columbia,
Greene, Rensselaer, Schoharie, Sullivan and Ulster

BASE SALARY: \$80,508 Annual

CLASSIFICATION: Competitive / Provisional*

QUALIFICATIONS: One year of permanent competitive class service as a Court Reporter; or four (4) years of recent general verbatim reporting experience*; or successful completion of a program in general verbatim reporting from a recognized school and three (3) years of satisfactory full-time experience in general verbatim reporting.*

Two hundred fifty (250) days of per diem experience may be substituted for one year of full-time experience.

***Under the existing rules for the Unified Court System, an appointment may be made on a Provisional/Temporary basis if there is no eligible list for the position. To be appointed on a permanent basis, you must take the examination and be among the top three acceptors.**

Currently a Civil Service list is being canvassed for this title. The applications received from this announcement will be used only in the event that there are not enough interested candidates on the Civil Service list to make an appointment.

DISTINGUISHING FEATURES OF WORK:

Senior 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. Senior Court Reporters work in the Court of Claims, the Supreme Court, and those County Courts with 2 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 record 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.

ASSIGNMENT:

This individual will be responsible for verbatim recording and transcribing testimony. This position will be assigned to the Third Judicial District (counties included are Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan and Ulster). When necessary, this individual may be assigned to any county and city level court throughout the Third Judicial District. Additional duties will be discussed at time of interview.

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 the same 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 is 1.

ADDITIONAL INFORMATION:

Individuals who have failed the most recent civil service examination for the title of Senior Court Reporter (Examination 45-744 OR 55-744) administered in April 2008, or Court Reporter (Examination 45-754) administered in April 2009, will not be considered for this position. In addition, as part of the screening process for this position, candidates will be required to participate in a formal assessment of their verbatim recording and transcribing skills, including a read back from their stenographic notes.

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 a resume to:

Carol Schongar, District Executive
Third Judicial District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, NY 12207
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: November 17, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 9, 2010

For employment opportunities in the Unified Court System, please go to www.nycourts.gov

The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.