



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4203

POSITION TITLE: COURT REPORTER **JG: 24**

LOCATION: ST. LAWRENCE COUNTY

BASE SALARY: \$ 68,418

CLASSIFICATION: COMPETITIVE/PROVISIONAL*

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.

***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 civil service examination and be among the top three acceptors.**

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:

This position is assigned to the St. Lawrence County Courthouse. Frequent travel throughout the 4th Judicial District may be required.

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.

ADDITIONAL INFORMATION:

Individuals who have failed the most recent civil service examination for the title of Court Reporter (Examination 45-764) administered in November 2010 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.

APPLICATION PROCEDURES: 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 at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

JOANNE B. HAELEN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

POSTING DATE: August 29, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 20, 2012

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