



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6612

POSITION TITLE: SENIOR COURT REPORTER

JG: 27

LOCATION: 6th JUDICIAL DISTRICT

BASE SALARY: \$85,435

CLASSIFICATION: PROVISIONAL*

QUALIFICATIONS: One year of permanent competitive class service as a Court Reporter; or four years of recent general verbatim reporting experience; or successful completion of a course in court reporting and three (3) years of full-time general verbatim reporting experience.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. 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: 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: 6th Judicial District. Extensive travel 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.

ADDITIONAL INFORMATION: Individuals who have either failed or withdrawn from a recent civil service examination for the title of Senior Court Reporter (Examination 55-787 or 45-787) administered in June 2015, or Court Reporter (Examination 45-786) administered in April 2015, or any provisional employee who was eligible to take this exam but chose not to will not be considered for this position. 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 by email to bjdemployment@nycourts.gov or mail to:

Alanna Vroman
Human Resources
Sixth Judicial District Administrative Office
The Kilmer Building
31 Lewis Street, 5TH Floor
Binghamton, NY 13901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 5, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 19, 2016

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.