



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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**ANNOUNCEMENT NUMBER 09053**

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**POSITION TITLE:** PRINCIPAL COURT REPORTER JG - 28

**LOCATION:** WESTCHESTER SUPREME & COUNTY COURT  
111 DR MARTIN LUTHER KING BLVD  
WHITE PLAINS, NEW YORK 10601

**BASE SALARY:** \$84,897 + \$3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One year of permanent competitive class service as a Senior Court Reporter; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Court Reporters are responsible for supervising and auditing the activities of Senior Court Reporters in the Supreme Court operations located in the Bronx, Manhattan, Kings and Queens as well as Supreme and County Courts in Judicial Districts where at least 20 Senior Court Reporters are employed. They set quality standards, review Court Reporter staffing patterns, supervise the maintenance of periodic activity reports, and perform other related duties. A Principal Court Reporter rarely records and transcribes proceedings. The position calls for outstanding supervisory and training ability and requires advanced knowledge of the procedures employed by the Court in which the position is located.

**ASSIGNMENT:** Assigns Senior Court Reporters to proceedings; rotating assignments according to the type of proceeding and the special abilities of the Court Reporter; Determines transcription priorities and deadlines; Sets quality standards for completed transcripts and reviews same for correctness of format, grammar, spelling and punctuation; Trains new Senior Court Reporters in the specialized procedures of the Court in which the position is located; Supervises the maintenance of office records, calendar sheets and court notebooks; Answers inquiries from attorneys and interested parties regarding the status of outstanding transcripts; Records Senior Court Reporters time and assignments and prepares periodic reports of activities; Interviews and hires per diem reporters when such services are 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 this 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 the court or agency within the next six (6) months. Position(s) available at the present time: 1.

**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://nycourts.gov/careers/ucs5.pdf>) AND/OR RESUME TO:**

NANCY MANGOLD, DISTRICT EXECUTIVE  
ADMINISTRATIVE JUDGE 'S OFFICE  
WESTCHESTER COUNTY COURTHOUSE  
111 MARTIN LUTHER KING BLVD.  
WHITE PLAINS, NEW YORK 10601

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**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM**

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**POSTING DATE: DECEMBER 15, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JANUARY 7, 2011**

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

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