



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1233

THIS IS A CONTINUOUS POSTING FOR PROVISIONAL* COURT REPORTER POSITIONS. OPPORTUNITIES ARE IMMEDIATELY AVAILABLE IN MULTIPLE COURT LOCATIONS THROUGHOUT NEW YORK STATE.

POSITION TITLE: COURT REPORTER

JG: 24

LOCATION: STATEWIDE
Multiple locations throughout the state

BASE SALARY: \$78,597+ (and up to \$4,300 in location pay if located in NYC, Nassau, Suffolk or the 9th JD)

CLASSIFICATION: PROVISIONAL*

QUALIFICATIONS: High School Diploma or equivalent and two years of full-time general verbatim reporting experience; or graduation from a formal program in court reporting and one year of full-time general verbatim reporting experience.

All candidates will be required to take a formal assessment of their verbatim reporting and transcribing skills, except those candidates who possess any of the following certifications: RPR, RMR, CRR, CSR, CCR, ACR or LSR certifications; or those candidates who possess an associate degree in Court Reporting, or a certificate demonstrating proficiency in reporting and transcribing material dictated at speeds of 225 words per minute with 95% accuracy.

***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:

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: There are currently a number of available positions located throughout New York State. Candidates that have RPR, RMR, CRR, CSR, CCR, ACR or LSR certifications will be considered qualified for provisional appointment. Candidates who do not have an equivalent certification will be required to participate in a formal assessment of their verbatim recording and transcribing skills.

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.

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 CourtReporterRecruit@nycourts.gov or mail to:

Michael J. DeVito, C.S.R.
Manager, Office of Record Production
Hall of Justice
99 Exchange Blvd., Rm 161-B
Rochester, NY 14614
(585) 371-3273

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: March 2, 2022

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

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.
