PLEASE POST

EMPLOYMENT
OPPORTUNITY

State of New York
UNIFIED COURT
SYSTEM 5TH JUDICIAL
DISTRICT

ANNOUNCEMENT NUMBER: 05814

POSITION TITLE: COURT REPORTER JG- 24

LOCATION: ONEIDA COUNTY

BASE SALARY: $60,200 ANNUALLY

CLASSIFICATION: PROVISIONAL

Under the Rules for the Unified Court System an appointment may be made on a provisional basis if an appointment cannot be made from an existing eligible list or an eligible list does not exist for the position. To be appointed on a permanent basis the incumbent will have to take the exam and be among the top three acceptors.

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. * While these are the minimum qualifications for this position, consideration may be given to education and experience directly related to the assignment.

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

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 Civil, Criminal and Family courts of the City of New York and in City, Family, District, Surrogate's and County Courts.

ASSIGNMENT:

The incumbent will report to the Senior Court Analyst for Court Reporters in the Fifth Judicial District Office and assignment will be primarily in Oneida Family Court, Utica City Court and courts in Jefferson and Lewis Counties. When necessary, this person may be assigned to any other court throughout the Fifth Judicial District. Travel will be required. Additional duties will be discussed at the 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 title that may occur in this court or agency within the next three months.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS MUST SUBMIT A UCS-5, "APPLICATION FOR EMPLOYMENT" FORM, (OBTAINABLE FROM ANY NY STATE COURT OFFICE OR www.nycourts.gov) AND RESUME TO:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT OFFICE 600
S. STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

ADDITIONAL INFORMATION:
Individuals who have either failed or withdrew from a recent civil service examination for the title of Court Reporter (Examination #45-737 administered in April, 2007, or Examination #45-719 administered in April, 2005) will not be considered for this position. In addition, as part of the screening process for this position, candidates may be required to participate in a formal assessment of their verbatim recording and transcribing skills, including a read back from their stenographic notes.

POSTING DATE: JUNE 25, 2008

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: JULY 16, 2008

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