



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 21605

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** COUNTY SUPERVISING COURT REPORTER **JG: 25**

**LOCATION:** CRIMINAL COURT, NEW YORK CITY  
MANHATTAN

**BASE SALARY:** \$ 75,207 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One (1) year of permanent, competitive class service as a Court Reporter.

**DISTINGUISHING FEATURES OF WORK:**

County Supervising Court Reporters work with independence under the supervision of Deputy Chief Clerks V and the Citywide Supervising Court Reporter and oversee court reporting operations within a county in New York City Criminal, Family and Civil Courts. They oversee the work of Court Reporters in their county and enforce standards for quality, make decisions about rotations, and complete administrative reports. County Supervising Court Reporters are also responsible for assisting with the hiring and training of Court Reporters and performing additional related duties.

**ASSIGNMENT:**

There is currently one position available in Manhattan. Duties include but are not limited to: supervising court reporters including reviewing work product, enforcing quality standards for transcripts, overseeing assignments, and assisting with hiring and training; preparing administrative reports; and verbatim recording and transcribing testimony in formal and informal court settings.

**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.

**APPLICATION PROCEDURES:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

JUSTIN BARRY  
CHIEF CLERK VII  
NEW YORK CITY CRIMINAL COURT  
100 CENTRE STREET - ROOM 316  
NEW YORK, NEW YORK 10013

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**POSTING DATE:** September 13, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 4, 2016

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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.

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