



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1508

PROMOTIONAL OPPORTUNITY

POSITION TITLE: COUNTY SUPERVISING COURT REPORTER

JG: 25

LOCATION: CRIMINAL COURT, NEW YORK CITY

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 are currently five positions available, one in each of the five NYC counties (please indicate in your cover letter location preferences in priority order). 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: 5.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter (please indicate location preference(s) in priority order and posting #1508) by email to nlianos@nycourts.gov or by mail to:

NICK LIANOS
OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES - RM 1047
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 10, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 15, 2015

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