



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 10603

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SUPERVISING COURT REPORTER **JG: 25****LOCATION:** NASSAU COUNTY
DISTRICT COURT**BASE SALARY:** \$ 72,285 + \$ 3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year of permanent, competitive class service as a Court Reporter; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Supervising Court Reporters are responsible for supervising and auditing the activities of Court Reporters serving in the District Courts and in the Criminal, Civil and Family Courts of New York City. They set quality standards, review Court Reporter staffing patterns, supervise the maintenance of periodic activity reports, and perform other related duties. A Supervising 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:

Duties include but are not limited to: assigning Court Reporters to proceedings; determining transcription priorities and deadlines; setting quality standards for completed transcripts; reviewing transcripts; training new Court Reporters in specialized procedures of the court; maintaining office records; answering inquiries from attorneys and interested parties regarding the status of transcripts; supervising employee performance and time and leave; and acting as a liaison with court managers to provide court reporting services.

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:

PAUL LAMANNA, ESQ.
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501
(516) 493-3001

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 11, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 1, 2016

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.
