



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1624

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**THIS IS A CONTINUOUS POSTING FOR PROVISIONAL\* COURT REPORTERS THROUGHOUT NEW YORK STATE. THERE ARE CURRENTLY IMMEDIATE POSITIONS AVAILABLE IN NEW YORK CITY CRIMINAL COURT AND NYC FAMILY COURT. WE ANTICIPATE THE FUTURE NEED FOR ADDITIONAL COURT REPORTERS IN OTHER PARTS OF THE STATE.**

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**POSITION TITLE:** COURT REPORTER **JG: 24**

**LOCATION:** STATEWIDE  
Positions are immediately available in NYC Criminal and NYC Family Courts

**BASE SALARY:** \$71,185+ (and up to \$3,697 in location pay if located in NYC, Nassau, Suffolk or the 9<sup>th</sup> JD)

**CLASSIFICATION:** PROVISIONAL\*

**QUALIFICATIONS:** High School diploma or the equivalent and three years of recent general verbatim reporting experience; **or** completion of a course in court reporting and two years of full-time general verbatim reporting experience. Candidates that have RPR, RMR, CRR, CSR, CCR, or LSR certifications will be considered qualified for provisional appointment, other candidates will be required to take a formal assessment of their verbatim recording and transcribing skill.

**\*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 a number of positions immediately available for qualified Court Reporters in NYC Criminal and Family Courts. Candidates that have RPR, RMR, CRR, CSR, CCR, 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. Individuals who have either failed or withdrawn from a recent civil service examination for the title of Court Reporter or a provisional assessment within the last year will not be considered.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [CourtReporterRecruit@nycourts.gov](mailto:CourtReporterRecruit@nycourts.gov) or mail to:

Michael J. DeVito, C.S.R.  
Mngr. Court Support Services  
Hall of Justice  
99 Exchange Blvd., Rm 161-B  
Rochester, NY 14614  
(585) 371-3273

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** November 15, 2016

**APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

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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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