UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1549

POSITION TITLE: COURT REPORTER-TRAINEE **JG:** 22

LOCATION: STATEWIDE

BASE SALARY: $80,247 + $4,920 LOCATION PAY (NYC, Nassau, Suffolk, or the 9th JD)

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Completion of a formal program in court reporting no more than two (2) years prior to appointment.

DISTINGUISHING FEATURES OF WORK: Under direct supervision of a supervisory court reporter and the general supervision of other court managers, Court Reporter-Trainees serve a one-year traineeship during which time they are responsible for verbatim recording and transcribing testimony in formal and informal court settings such as conferences, calendar calls, arraignments, and certain hearings. They also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporter-Trainees receive on-the-job instruction in all aspects of the court reporting function, are given progressively complex assignments designed to develop their recording skill, and at the end of the one-year traineeship, successful candidates will be promoted to Court Reporter (JG-24). Court Reporter-Trainees may be assigned to work in other courts during emergencies or to record and transcribe administrative hearings. Court Reporter-Trainees work in the Civil and Criminal Courts of the City of New York and in City, Family, District, Surrogate's, and County Courts.

ASSIGNMENT: These positions are designed for recent graduates who are new to the court reporting profession and will provide candidates an opportunity to develop their reporting skills methodically under the supervision and direction of local supervising court reporters and court managers. Candidates will be given progressively complex assignments to develop their reporting skill, and if they successfully complete the one-year traineeship will be promoted to the Court Reporter (JG-24) title. Applications are being accepted statewide.

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) and a resume by email to CourtReporterRecruit@nycourts.gov or mail to:

Toni Ann Figueroa, CRR, RMR, CSR, RPR, NYRCR
Deputy Manager, Office of Record Production
NYS Office of Court Administration
25 Beaver Street, Room 768
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 31, 2025 **APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

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.