

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	368569	# of Positions:	1	
Business Title:	Reporter/Stenographer	Title Code No:	10212	Level: 01
Civil Service Title:	REPORTER/STENOGRAPHER	Proposed Salary Range:	\$ 39,499.00 - \$ 39,499.00 (Annual)	
Title Classification:	Competitive			
Job Category:	Legal Affairs			
Career Level:	Experienced (non-manager)			
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Grand Jury Reporters			

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn New York, has an exciting opportunity to work as a Stenographer in the Grand Jury Reporter Unit.

The Grand Jury Reporters Bureau is responsible for taking stenographic notes of grand jury proceedings. Grand Jury Reporters are proficient in taking two voice dictations at the rate of 200 words per minute. These stenographic notes are later converted into a readable document known as "minutes" which are used to prepare for the trial.

Under general supervision, with latitude for independent action or decision, performs difficult and responsible stenographic activities on a stenotype machine; takes verbatim statements of witnesses, complainants and defendants; takes verbatim testimony introduced before the grand jury; transcribes this material for use in court proceedings; appears in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations; maintains records and files of proceedings and stenographic notes in order to locate testimony and other records pertaining to specific cases; may supervise other personnel.

Responsibilities Include:

- Proficient in taking two voice dictation at the rate of 200 words per minute and to transcribe same.
- Must have full knowledge of use of computerized stenograph writer and case catalyst software.
- Responsible for recording, transcribing and certifying records of Grand Jury proceedings.
- Transcribe cases involving complex legal and medical terminology, interpreters, and expert witnesses.
- Testify at trial proceeding when called to read back Grand Jury witness testimony.
- Makes accurate entries on Dogsheets.
- Keeps notes and SD cards organized and accessible.

Minimum Qual Requirements

Education Requirement: By the last day of the Application Period you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

REQUIREMENTS TO BE APPOINTED:

Stenotype Proficiency: At the time of the appointment interview, you will be required to demonstrate your proficiency to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minute and to transcribe same.

Special Note

To be eligible for assignment to Assignment Level II, an incumbent must have at least one year of satisfactory experience working in an office of a District Attorney performing Assignment Level I duties.

Additional Information

MUST BE PROFICIENT IN TAKING TWO VOICE DICTATIONS AT THE RATE OF 200 WORDS PER MINUTE.

IN ADDITION TO BASE SALARY, GRAND JURY REPORTERS RECEIVE SUPPLEMENTAL PAY PER PAGE FOR TRANSCRIBED STENOGRAPHER NOTES.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 10/04/2018

POST UNTIL: 10/16/2018

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