

**DATE:** April 29, 2026

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)



**FROM:** Emmanuel C. Nneji, Esq, District Attorney  
275 Wall Street, Kingston, NY 12401

**JOB VACANCY:** Court Stenographer / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Court House

**SALARY:** \$38.04 / hour (Grade 16)

**FILL DATE:** May 20, 2026

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs highly difficult stenographic and typing work in making transcripts of Grand Jury proceedings and statements taken from witnesses, victims and defendants in the Office of the Ulster County District Attorney. This is legal stenographic work requiring a high degree of accuracy in the taking and transcribing of verbatim testimony in criminal proceedings under difficult conditions. The incumbent may be required to take dictation and perform a variety of general clerical and stenographic duties. The work is performed in accordance with well-defined procedures under the New York State Criminal Procedure Law pertaining to Grand Jury work and is under the general supervision of the District Attorney and staff. Supervision of others is not normally a responsibility of the class. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business English and arithmetic; good knowledge of office terminology, procedures and equipment; working knowledge of the NYS Criminal Procedure Law; ability to take verbatim dictation at a high rate of speed and transcribe the notes accurately and rapidly; ability to hear and understand different accents and manners of speaking; ability to understand and carry out complex oral and written directions; confidentiality; clerical aptitude; good judgment; neatness in appearance; tact; courtesy; dependability; thoroughness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from high school, or possession of a high school equivalency diploma and four (4) years of clerical experience, three (3) years of which must have been involved with the taking and transcribing of verbatim records; **OR**

B. Appropriate certification by the State of New York as a qualified Court Stenographer and three (3) years of experience as described in A above

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.