

## COURT REPORTER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class uses a stenographic machine and makes verbatim records and transcripts of official proceedings which occur before the Ulster County Grand Jury and performs related tasks involving official investigations conducted by the Ulster County District Attorney. It is essential that these transcripts be accurate and be certified in a court of law as authentic. The work to be performed will be consistent with well defined procedures as outlined by the Ulster County Grand Jury and the Ulster County District Attorney. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describing any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares verbatim transcripts of sworn testimony given before the Ulster County Grand Jury as well as sworn statements taken in connection with official investigations by the Ulster County District Attorney;

Types and prepares duplicate copies of the transcripts to be distributed as assigned;

Maintains original stenographic rolls that are used for future reference in any relevant court proceedings;

Assists attorneys in courts locating testimony and records concerning matters that occur before the Ulster County Grand Jury that are relevant to subsequent legal proceedings;

Performs a variety of general clerical and stenographic duties including, but not limited to, the scheduling of appearances before the Ulster County Grand Jury.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the Criminal Procedure Law, the Penal Law and the Vehicle and Traffic Law of the State of New York; working knowledge of Business English; ability to take verbatim dictation at the rate of 175 words per minute using a stenographic machine; ability to transcribe notes into accurate and legally authentic stenographic transcripts of the proceedings; ability to understand and carry out complex oral and written directions; ability to maintain a high degree of confidentiality; clerical aptitude; 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 full-time paid, or its' part-time equivalent, experience in taking and transcribing verbatim records; **OR**
- B. Appropriate certification by the State of New York as a qualified Court Stenographer and four (4) years of full-time paid, or its' part-time equivalent, experience as described in A above; **OR**

C. Six (6) years of full-time paid, or its' part-time equivalent, experience as described in A above.

ULSTER COUNTY  
1960 CRT REPORT  
Classification: Competitive  
Grade: 16  
Union: CSEA

Adopted: October 9, 1992  
Revised: March 17, 1998