

COURT STENOGRAPHER

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.

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.

Takes and transcribes verbatim testimony in Grand Jury proceedings;

Takes and transcribes verbatim statements from witnesses, victims and defendants in Grand Jury court cases;

Participates in the scheduling of Grand Jury matters;

Assists the District Attorney's staff in the Grand Jury process;

Maintains files of original stenographic documents for future reference in any subsequent, relevant court proceedings;

Performs a variety of general clerical and stenographic duties in support of the District Attorney;

May type and prepare duplicate copies of testimony transcripts to be distributed as assigned;

May check for forms or related papers filed with the courts in Grand Jury proceedings;

May take and transcribe verbatim testimony in other related court proceedings 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 NYSCriminal 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.

ULSTER COUNTY

1992 CRT STENO

Classification: Competitive

1993 CRT STN PT

Classification: Non-Competitive

Grade: 16

Union: CSEA

Adopted: January 5, 1961

Revised: September 23, 2005