DEPARTMENT: DISTRICT ATTORNEY
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 2, 2017

GRAND JURY STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for taking and transcribing moderate to difficult verbatim accounts of testimony at grand jury proceedings. This is full performance level verbatim reporting and transcription of multi-person, grand jury hearings in which speakers do not adjust speech rates to the needs of the stenographer, nor is there opportunity to interrupt or repeat proceedings. This stenographic work requires a high degree of accuracy in two-voice dictation with a stenotype machine and timely production of transcriptions of material. New York State Judiciary Law requires that the employee take an oath of confidentiality given the nature of the work. An employee in this class does not typically exercise supervision. General supervision is received from a senior member of the District Attorney's legal staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Takes verbatim testimony and proceedings introduced before a grand jury incorporating such technical terminology as are found in medical, legal, psychiatric, engineering, and similar fields;
2. Transcribes hearing notes using a computer aided transcription system for use in court proceedings following prescribed procedures concerning transcript form;
3. Proofreads transcripts to note spelling, typing, and punctuation errors;
4. Assembles pages of completed transcripts and produces transcriptions of materials in a timely manner;
5. Maintains records and files of proceedings and stenographic notes in order to locate testimony and other records as needed and in accordance with established policies and procedures;
6. Transcribes audio and video recordings as required;
7. May preform clerical and stenographic tasks directly related to hearing work, or at lineups, debriefings, etc. or other incidental clerical tasks as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of law office methods, procedures, forms and of common legal terms; thorough knowledge of English grammar, usage, punctuation and sentence structure; ability to recognize and spell common legal terms and expressions; good knowledge of legal, medical, psychiatric, engineering, and other technical terminology; skills in the use of transcription machine and related computer technology; ability to take and transcribe dictation at a high rate of speed and accuracy; clerical aptitude; sound professional judgment; neatness of appearance; tact and courtesy; physical condition to commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND successful completion of a New York State regionally accredited or registered Court Reporting program AND two (2) years of full-time paid general verbatim reporting experience.

NOTE: Two hundred (200) days of paid per diem experience may be substituted for one (1) year of full-time experience.

SPECIAL REQUIREMENT:
1. Successful completion of a background check at time of appointment.
2. At time of exam, candidates be certified by the National Court Reporter's Association or New York State Association of Court Reporters or provide written evidence of having passed an equivalent qualifying exam transcribing at a minimum rate of 180 words per minute.