



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: GRAND JURY STENOGRAPHER (2) Part Time (Provisional* Appointments)

SALARY: \$22.87 - \$29.39 per hour

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This is a legal stenographic position responsible for taking and transcribing verbatim testimony before the Grand Jury. Employees take shorthand notes verbatim, either manually or by machine at 150-200 words per minute of proceedings and transcribe confidential testimony and statements from defendants. The Grand Jury Stenographer may on rare occasions be required to work nights and weekends, and may at times work under stressful time constraints. The employee reports directly to and works under the general supervision of a senior staff member and in accordance with well-established procedures. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; PLUS:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in stenographic work, two (2) years of which shall have involved taking and transcribing verbatim testimony; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, including a minimum of nine (9) credit hours in shorthand and transcription, plus two (2) years of paid full-time or its part-time equivalent experience in stenographic work which shall have involved taking and transcribing verbatim testimony; OR,
- (C) Completion of a recognized program in machine shorthand or court reporting resulting in a certification or diploma, plus two (2) years of experience as defined in (B); OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE:

Candidates qualifying under option (C) must submit a copy of such certification or diploma with application.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

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APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET – ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: December 14, 2015

Posting Deadline: December 24, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.