



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **GRAND JURY STENOGRAPHER, PART-TIME**
(Provisional* Appointment)

SALARY: \$22.19 - \$28.56 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. Duties involve taking shorthand notes verbatim on a shorthand machine at two-hundred (200) plus words per minute of proceedings, and transcribing confidential testimony and statements from defendants using computer-aided transcription software. The Grand Jury Stenographer is responsible for timely transcript production which may occasionally involve working extra hours to meet tight deadlines. The employee reports directly to, and works under the general supervision of the Director of Attorney Training and Grand Jury or other higher-level staff member and performs work in accordance with well-established procedures. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent verbatim reporting experience; OR,
- (B) One (1) year paid full-time or its part-time equivalent verbatim reporting experience PLUS either graduation from a formal program in court reporting (ex. Registered Professional Reporter [RPR], Registered Merit Reporter [RMR], Certified Realtime Reporter [CRR] certificates) OR graduation from a regionally accredited or New York State registered college or university with an Associate's degree or Certificate in Court Reporting**.

****NOTE:** Candidates qualifying under option (B) must submit a copy of such certification or diploma with application.

ADDITIONAL INFORMATION:

You will be required to supply your own stenographic machine.

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.

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: June 25, 2019

Posting Deadline: Until filled

*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.