

The **Sullivan County District Attorney's Office** is seeking to fill the following position:

### **GRAND JURY STENOGRAPHER**

This is a Grand Jury 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 as needed by the District Attorney, using computer-aided transcription software and stenographic devices. The Grand Jury Stenographer is responsible for timely transcript production which may occasionally involve working extra hours to meet tight deadlines. This position manages the Grand Jury process and will require back office administrative task such as processing all forms related to proceedings. The employee reports directly to the District Attorney and performs work in accordance with NYS Grand Jury procedures

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

(A) Certification in Court Reporting by an approved credentialing authority, such as NCRA, one (1) year of full-time stenographic general verbatim reporting experience with a stenographic device; or

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time stenographic general verbatim reporting experience.

**NOTE:** Candidates who meet the experience requirements, but do not have certification, can be certified by the NYS Unified Court System through a formal assessment of their verbatim reporting and transcribing skills within six (6) months of appointment.

**SALARY: \$79,186.00-\$95,143.00**

**MUST APPLY ONLINE AT:** <https://sullivan-portal.mycivilservice.com/joboppps>

This is a competitive class position and subject to Civil Service examination.

Applications will be accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**