

GRAND JURY STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is difficult stenographic work requiring a high degree of accuracy – frequently under difficult conditions. It involves the taking and transcribing of verbatim testimony in Grand Jury sessions. Employees in this class may also be required to take dictation and perform a variety of general clerical and stenographic duties. The work is performed in accordance with a well-defined procedure and under the general supervision of the District Attorney.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Attends all Grand Jury sessions and keeps accurate, verbatim stenographic minutes of testimony and proceedings, utilizing authorized methods;

Transcribes the minutes of the Grand Jury session from the Stenographic notes, and furnishes copies to the District Attorney, the Court and all other persons as ordered by the Court;

Prepares and oversees Grand Jury calendars;

Prepares subpoenas for Grand Jury witnesses and keeps records of attendance of all witnesses;

Prepares and receives, marks, and stores all evidence submitted to the Grand Jury;

Performs a variety of general office clerical and stenographic duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business English and spelling; considerable knowledge of legal or medical terminology and phraseology; skill in taking technical dictation of complex and technical material at a high rate of speed over a sustained period, and to make an accurate transcription of the notes on a typewriter; ability to compose properly a variety of memoranda or

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letters with only general instruction; and good hearing to ensure obtaining a correct record of testimony.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in taking high-speed dictation; one (1) year of which shall be in legal stenography and verbatim reporting.

NOTE: Completion of relevant coursework in a School of Court Reporting or similar Court Reporting Program may be substituted for two (2) years of experience on a year-for-year basis.

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Last Reviewed: December 16, 1981
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 2/9/2023