

DEPARTMENT: DISTRICT ATTORNEY
CLASSIFICATION: COMPETITIVE
APPROVED: 4/7/86

GRAND JURY STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Performs highly difficult stenographic and typing work in making verbatim transcripts of grand jury proceedings. This is stenographic work requiring a high degree of accuracy in taking and transcribing verbatim proceedings. The work is performed in accordance with procedures under the general supervision of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Takes and transcribes from shorthand verbatim notes of sworn Grand Jury testimony and proceedings incorporating such technical terminology as are found in Medical, Legal, Psychiatric, Engineering and similar categories; works under oath and in confidential capacity.
2. Takes and transcribes from shorthand notes interviews between District Attorney staff members and between such staff members and witnesses and defendants; works in confidential capacity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of law office methods, procedures, forms and of common legal terms; good knowledge of Business Arithmetic and English; ability to recognize and spell the more common legal terms and expressions; ability to take and transcribe dictation at a high rate of speed*; clerical aptitude; good judgment; neatness of appearance; tact and courtesy; physical condition to commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a New York State Equivalency diploma;

AND: 1. Two (2) years of full-time paid stenographic experience of which one (1) year shall have involved taking and transcribing verbatim records;

OR: 2. Successful completion at a two (2) year New York State regionally accredited or registered school majoring in Court Reporting.

*For Announcement: 160-180 or 180-200.