

GRAND JURY STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: 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

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.*

Takes stenographic dictation, transcribes confidential testimony and statements from defendants and other witnesses, and provides electronic transcription;

Coordinates Grand Jury scheduling;

Assists with documenting juror absence/attendance;

Uses computer software and stenographic equipment to produce Grand Jury transcripts;

Prepares laptop for presentations;

Prepares and closes Grand Jury room;

Indexes materials;

Assists in taking inventories;

Maintains records and prepares simple reports; and

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May transcribe other legal proceedings as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of office terminology, procedures and equipment; some knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to take dictation and type the transcription at a reasonable rate of speed; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; clerical aptitude; mental alertness; neat appearance; tact; courtesy; and good judgment.

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

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Last Reviewed: 9/18/2025

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Classplan: