



NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/13/2024

DEADLINE: 5/26/2024

POSITION TITLE/ #: Grand Jury Stenographer #48

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$25.49 - \$29.48 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: 175 Hawley Street, Lockport, NY 14094

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Provisional

Submit letter of interest and resume to:

NAME: Nick Duquette

ADDRESS: nicholas.duquette@niagaracounty.com

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

The work involves responsibility for taking and transcribing moderate to difficult verbatim accounts of testimony at grand jury proceedings. This is full performance level verbatim reporting and transcription of multi-person, grand jury hearings in which speakers do not adjust speech rates to the needs of the stenographer, nor is there opportunity to interrupt or repeat proceedings. This stenographic work requires a high degree of accuracy in two-voice dictation with a stenotype machine and timely production of transcriptions of material. New York State Judiciary Law requires that the employee take an oath of confidentiality given the nature of the work. An employee in this class does not typically exercise supervision. General supervision is received from a senior member of the District Attorney's legal staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND successful completion of a New York State regionally

accredited or registered Court Reporting program AND two (2) years of full-time paid general verbatim reporting experience.

NOTE: Two hundred (200) days of paid per diem experience may be substituted for one (1) year of full-time experience.

SPECIAL REQUIREMENT:

- 1. Successful completion of a background check at time of appointment.**
- 2. At time of exam, candidates be certified by the National Court Reporter's Association or New York State Association of Court Reporters or provide written evidence of having passed an equivalent qualifying exam transcribing at a minimum rate of 180 words per minute.**

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023