



NYC Job Posting ID # 532931

POSITION AVAILABLE
Stenographer

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

The Stenographer will report directly to the Supervisor of Grand Jury. The responsibilities of the position include, but are not limited to the following:

- Reports to the Grand Jury to take verbatim testimony on Stenographic machine
- Uses Case Catalyst System to produce transcripts
- Keeps accurate records and files of cases
- Appears in court to testify as to statements or testimony surrounding interrogations
- Must be able to transcribe testimony in a timely fashion using Case Catalyst System for Assistant District Attorney and Judges
- The ability to take voice testimony at an average rate of 200 words per minute
- Ability to read back testimony from notes for Grand Jury and/court proceedings
- Transcription of CDs and/tapes
- Must be a Notary Public
- All other duties as assigned

MINIMUM REQUIREMENTS

1. High school graduation or equivalent and three years of experience or a Graduate Certificate at 200 WPM from a Court Reporting Institution; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS

- Ability to work in a fast-paced environment
- Must be able to maintain a high degree of confidentiality

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$40,000 - \$50,000** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **532931**
- Click on the job business title: **Stenographer**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.