



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Reporter/Stenographer
TITLE CODE NO: 10212
BUREAU/WORK UNIT: Stenographic Services
WORK LOCATION: 265 E 161st Street

HIRING RATE: \$43,553

NUMBER OF POSITIONS: 1
(TEMPORARY JOB OPPORTUNITY ONLY)

JOB SUMMARY:

Take confidential Grand Jury testimony, which often entails sensitive matters and expert testimony; to be transcribed expeditiously

ESSENTIAL FUNCTIONS:

1. Ability to take two-voice testimony at an average rate of 175 words per minute
2. Ability to transcribe testimony in a timely fashion using Case Catalyst System for Assistant District Attorney (ADA) and Judge inspection
3. Ability to read back testimony from notes for Grand Jury and/or court proceedings

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Reports to the Grand Jury to take verbatim testimony on Stenographic machine
- Uses Case Catalyst System with personal dictionary to produce transcripts
- Keeps accurate records and files of cases
- Appears in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A High School diploma or equivalent and a Graduate Certificate at 225 WPM from a Court Reporting Institution**
- Ability to work in a fast paced environment
- Must be able to maintain a high degree of confidentiality

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

**Abigayle Erickson
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
Submission of application is not a guarantee that you will receive an interview.*

POST DATE: 06/16/2016

POST UNTIL: Filled

JVN: 902-16-1247

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***