

COURT STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Takes and transcribes stenographic notes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, makes verbatim recordings of formal court proceedings. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Attends formal court proceedings to take full stenographic notes including difficult technical testimony;

Reads back portions of the testimony as requested;

Makes transcripts of notes upon request of Judge, plaintiff, etc.;

Takes stenographic notes of the rulings and charges of the presiding judge;

Takes other difficult dictation at hearings or conferences;

Does miscellaneous legal stenographic, typing and general clerical work.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of legal and medical terminology; thorough knowledge of spelling, punctuation and capitalization; good knowledge of court procedures; ability to take verbatim shorthand or machine stenographic notes of a difficult and technical nature at varying speeds from 175 to 200 words per minute for a sustained period of time and to transcribe minutes and notes by typewriter or word processor at a rate of not less than 25 words a minute with no more than 5 errors for each one hundred words dictated; good hearing; accuracy; endurance; alertness; neatness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Graduation from high school and two years of experience in general verbatim recording; or (b) a satisfactory equivalent combination of training and experience including at least one year of experience in general verbatim recording.

Note: This is a public officer position and all appointees must meet the requirements for public officers as specified in the Public Officers Law.