

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 04/25/07

## **COURT REPORTER**

**DISTINGUISHING FEATURES OF THE CLASS:** The position in this class involves the taking and transcribing the verbatim testimony of all proceedings before Grand Juries, or at other times when a verbatim record is necessary. The incumbent in this class may be required to perform court reporting duties during afternoon, evening and/or night hours at lower criminal courts. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Takes verbatim testimony of all proceedings;  
Transcribes verbatim testimony taken before Grand Juries and lower criminal courts;  
Records verbatim interviews, conferences and interrogations conducted by District Attorney, Assistant District Attorney and Confidential Investigators;  
Takes verbatim testimony or depositions as requested.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of Grand Jury procedures as they relate to duties; thorough knowledge of legal, medical and scientific technology pertaining to matters involved in Grand Jury and court procedures; thorough knowledge of English usage, punctuation and spelling; good knowledge of legal forms used in criminal procedures and proceedings; good knowledge of standard clerical techniques; good ability to record verbatim two-voice dictation at a minimum speed of 200 words per minute; ability to transcribe testimony swiftly and accurately; integrity; good hearing.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in taking and transcribing verbatim records; **OR**
- (B) Four (4) years of experience, as described in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

Title change from "Grand Jury Stenographer": 04/25/07

Adopted: 01/28/82  
Revised: 06/05/96, 04/25/07