

Job Description

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Job Posting Notice**Job Details**

Job ID:	284310	# of Positions:	2	
Business Title:	Grand Jury Reporter / Stenographer			
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Legal Affairs			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 35,683.00 - \$ 43,553.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Grand Jury Reporters			

Job Description

The Kings County District Attorney's Office, located in the MertoTech area of Brooklyn, New York, is accepting applications for the position of Reporter / Stenographer for its Grand Jury Reporters Bureau.

Under general supervision, with latitude for independent action or decision, performs difficult and responsible stenographic activities on a stenotype machine;

- Takes verbatim statements of witnesses, complainants and defendants;
- Takes verbatim testimony introduced before a grand jury; transcribes this material for use in court proceedings;
- Appears in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations;
- Maintains records and files of proceedings and stenographic notes in order to locate testimony and other records pertaining to specific cases;
- May supervise other personnel.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

Stenotype Proficiency: At the time of the appointment interview, you will be required to demonstrate your proficiency to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minute and to transcribe same.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 03/13/2017**POST UNTIL:** 03/26/2017[Return to Previous Page](#)

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