Help

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	805765	**# of Positions**	1
Business Title	Grand Jury Reporter		
Civil Service Title	REPORTER/STENOGRAPHER		
Title Code No	10212 **Level** 01		
Title Classification	Competitive		
Proposed Salary Range	$ 76,945.00 - $ 76,945.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Grand Jury Reporters		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Grand Jury Reporter.

The Grand Jury Reporters Bureau is responsible for taking stenographic notes of grand jury proceedings. Grand Jury Reporters are proficient in taking two voice dictations at the rate of 175 words per minute. These stenographic notes are later converted into a readable document known as "minutes" which are used to prepare for the trial.

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 the 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.

Responsibilities Include:
• Proficient in taking two voice dictation at the rate of 175 words per minute and to transcribe same.
• Must have full knowledge of use of computerized stenograph writer and case catalyst software.
• Responsible for recording, transcribing, and certifying records of Grand Jury proceedings.
• Transcribe cases involving complex legal and medical terminology, interpreters, and expert witnesses.
• Testify at trial proceeding when called to read back Grand Jury witness testimony.
• Makes accurate entries on Dogsheets.
• Keeps notes and SD cards organized and accessible.

Additional Information

Candidates must meet the additional requirements:
• MUST BE PROFICIENT IN TAKING TWO VOICE DICTATIONS AT THE RATE OF 175 WORDS PER MINUTE.

• IN ADDITION TO BASE SALARY, GRAND JURY REPORTERS RECEIVE SUPPLEMENTAL PAY PER PAGE FOR TRANSCRIPTION.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state

repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.
Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.

Preferred Skills
• Excellent time management.
• Excellent communication skills.
• Ability to multitask.
• Ability to work independently & in a team and consistently maintain a professional demeanor.

Minimum Qual Requirements

Education Requirement: By the last day of the Application Period you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

REQUIREMENTS TO BE APPOINTED:

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.

Special Note

To be eligible for assignment to Assignment Level II, an incumbent must have at least one year of satisfactory experience working in an office of a District Attorney performing Assignment Level I duties.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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 10/13/2026 **POST UNTIL** 11/12/2026

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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.