



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1548**

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**POSITION TITLE:** COURT REPORTER **JG: 24**

**LOCATION:** STATEWIDE

**BASE SALARY:** \$89,338 + \$4,920 LOCATION PAY (NYC, Nassau, Suffolk, or the 9<sup>th</sup> JD)

PER DIEM - \$385 day rate

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Certification in Court Reporting by an approved credentialing authority and; Completion of a formal program in court reporting and one (1) year of full-time general verbatim reporting experience or High School diploma or the equivalent and two (2) years of full-time general verbatim reporting experience.

Candidates who meet the experience requirements, but do not have certification, can be certified by the NYS Unified Court System through a formal assessment of their verbatim reporting and transcribing skills.

All certifications will be reviewed by the Office of Record production. A certificate demonstrating proficiency in reporting and transcribing material dictated at speeds of 225 words per minute with 95% accuracy would generally be accepted. In addition, many state and nationally recognized certifications will meet the certification requirement.

**DISTINGUISHING FEATURES OF WORK:** Court Reporters are responsible for verbatim recording and transcribing testimony in formal and informal court settings such as trials, conferences, calendar calls, arraignments, and hearings. They also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporters may be assigned to work in other courts during emergencies or to record and transcribe administrative hearings. Court Reporters work in the Civil and Criminal Courts of the City of New York and in City, Family, District, Surrogate's, and County Courts.

**ASSIGNMENT:** Positions are available throughout New York State for Full-time, Part-time, and Per Diem work.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [CourtReporterRecruit@nycourts.gov](mailto:CourtReporterRecruit@nycourts.gov) or mail to:

Toni Ann Figueroa, CRR, RMR, CSR, RPR, NYRCR  
Deputy Manager, Office of Record Production  
NYS Office of Court Administration  
25 Beaver Street, Room 768  
New York, NY 10004

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** March 31, 2025

**APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

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**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**

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