



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1636

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**POSITION TITLE:** SENIOR COURT REPORTER **JG: 27**

**LOCATION:** NEW YORK STATE, STATEWIDE

**BASE SALARY:** \$105,116 + \$4,920 LOCATION PAY (NYC, WESTCHESTER, ROCKLAND, NASSAU & SUFFOLK COUNTY)  
\$2,460 LOCATION PAY (DUTCHESS, ORANGE & PUTNAM COUNTY)

**CLASSIFICATION:** COMPETITIVE - \*PROVISIONAL

**QUALIFICATIONS:** One year of service as a Court Reporter; **or** High School diploma or the equivalent and three (3) years of full-time general verbatim reporting experience; **or** Completion of a formal program in court reporting and two(2) years of full-time general verbatim reporting experience.

**\*Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

**DISTINGUISHING FEATURES OF WORK:** Senior 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. Senior Court Reporters work in the Court of Claims, the Supreme Court, and those County Courts with 2 or more full-time County Court Judges or one full-time County Court Judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650. They may also be assigned to record and transcribe administrative hearings or to work in other courts during emergencies or in a difficult or protracted proceeding. They may also perform courtroom clerical duties related to the matters before the court and back-office clerical tasks and other related duties.

**ASSIGNMENT:** There are multiple positions available throughout New York State.

**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 and cover letter by email to [CourtReporterRecruit@nycourts.gov](mailto:CourtReporterRecruit@nycourts.gov) or by mail to:

Toni Ann Figueroa, CRR, RMR, CSR, RPR, NYRCR  
Statewide Coordinator, Office of Record Production  
NYS Office of Court Administration  
25 Beaver Street, Room 768  
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**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** March 31, 2026

**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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