



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Grand Jury Stenographer (\*Provisional Appointment)  
**SALARY:** \$43,104 - \$55,442 annually  
**LOCATION:** Monroe County District Attorney's Office - Grand Jury Bureau

### **JOB SUMMARY:**

This is an important legal stenographic position which involves responsibility for taking and transcribing verbatim testimony before the Grand Jury. Employees of this class take shorthand notes verbatim, by machine at 150-200 words per minute of proceedings and transcribe confidential testimony and statements from both defendants and witnesses in criminal cases. The Grand Jury Stenographer may on rare occasions be required to work nights and weekends, and may at times work under stressful time constraints. Work is performed under general supervision and in accordance with well established procedures. Supervision of others is not a responsibility of this class.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma; PLUS:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in stenographic work, two (2) years of which shall have involved taking and transcribing verbatim testimony; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, including a minimum of nine (9) credit hours in shorthand and transcription, plus two (2) years of paid full-time or its part-time equivalent experience in stenographic work which shall have involved taking and transcribing verbatim testimony; OR,
- (C) Completion of a recognized program in machine shorthand or court reporting resulting in a certification or diploma, plus two (2) years of experience as defined in (B); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Candidates qualifying under option (c) must submit a copy of such certification or diploma with application.

### **SPECIAL REQUIREMENTS:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Send Civil Service Applications to:** Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614

**Posting Deadline:** January 31, 2007

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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