



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: District Attorney

CIVIL SERVICE TITLE: Court Reporter (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$71,037 (37W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The position in this class involves the taking and transcribing the verbatim testimony of all proceedings before Grand Juries, or at other times when a verbatim record is necessary. The incumbent in this class may be required to perform court reporting duties during afternoon, evening and/or night hours at lower criminal courts. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in taking and transcribing verbatim records; **OR**
- (B) Four (4) years of experience in taking and transcribing verbatim records.

NOTES:

1. Possession of a certificate from a National Court Reporters Association (NCRA) accredited program may be substituted for two (2) years' experience. Candidates **MUST** submit certificate, if qualifying under substitution.
2. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

****Oneida County is an equal opportunity employer****

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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