



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **GRAND JURY REPORTER**
Jurisdictional Class: Competitive
Civil Division: District Attorney
Adoption: CSM 06/13/01
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Grand Jury Reporters are responsible for verbatim recording and transcribing testimony in Grand Jury proceedings. Incumbents also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. The work is performed in accordance with procedures under the general supervision of the District Attorney.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Records verbatim multi-voiced testimony at all Grand Jury proceedings, by use of a stenotype shorthand machine or manual shorthand notes for the purpose of making an accurate record;
Maintains, through stenographic notation, a record of all non-verbal incidents related to the Grand Jury proceedings, including: witnesses sworn, exhibits entered, and by which party; off the record discussions; type of testimony (Q&A, Direct, Cross Examination, Voir Dire, Jury Charge, etc.); identification of speakers; parties present; etc., in order to preserve a clear and complete description of the proceeding;
Reads back stenographic notes of prior testimony and colloquy at the direction of the grand jury legal advisor in order to either refresh the memories of interested parties regarding factual or legal points or to restate questions to witnesses;
Marks and records exhibits introduced during proceedings;
Transcribes notes through the use of computer-aided transcription (CAT) and other methods for the purpose of producing transcripts;
Prepares transcripts in approved format and provides completed transcripts promptly to the District Attorney and the court;
Maintains a list of pending and completed case transcripts, submits status reports and answers inquiries regarding transcripts;
Files and maintains notes and completed transcripts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of English grammar, spelling, and vocabulary;
Knowledge of the principles of shorthand writing;
Knowledge of legal terminology and legal reference materials;
Knowledge of judicial procedures and court policies regarding the marking of exhibits, rules of evidence, trial procedures, legal citations, and the confidentiality of records;
Knowledge of standardized transcript format and administrative rules regarding production standards and time requirements for such transcripts;
Knowledge of medical and technical terminology and reference sources;
Skill in using a shorthand system to record and transcribe multi-voiced verbatim testimony during legal proceedings at speeds averaging from 175 to 190 words per minute;
Skill in the operation of a stenotype shorthand machine;
Skill in typing at a rate of at least 35 words per minute;
Ability to utilize computer-aided transcription systems in the timely production of transcripts;
Ability to adapt to different accents, manners of speaking, and to record slang or idiomatic expressions;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency **AND:**

- (A) Graduation from a regionally accredited or New York State registered college with an associate's degree in Court Reporting or related field and two years of full-time stenographic experience taking and transcribing verbatim records; **OR**
- (B) Completion of a course in court reporting and three years of full-time stenographic experience taking and transcribing verbatim records; **OR**
- (C) Four years of full-time stenographic experience taking and transcribing verbatim records **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.