



**NEW YORK STATE**  
**Unified Court System**

OFFICE OF COURT ADMINISTRATION

**RONALD P. YOUNKINS, ESQ.**  
EXECUTIVE DIRECTOR

**EUGENE W. MYERS**  
CHIEF OF OPERATIONS

**LAUREN DESOLE, ESQ.**  
DIRECTOR, DIVISION OF HUMAN RESOURCES

March 12, 2014

**Via E-mail**

Mary Rubilotta, Deputy Director  
of Contract Administration  
Civil Service Employees Association  
143 Washington Avenue  
Albany, New York 12210

Re: Court Reporter Positions

Dear Ms. Rubilotta:

We are seeking your assistance with an urgent matter related to filling Court Reporter (JG-24), positions in the New York City Criminal Court. We have exhausted the Civil Service List for this title in this Court. As we hope you are aware, the next exam for the title is scheduled for April 25, 2015. We hope to have the new Court Reporter list established by November 4, 2015.

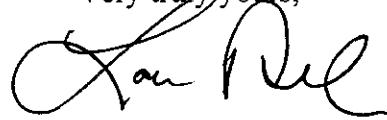
In the interim, we have implemented a continuous recruitment posting to recruit provisional Court Reporters to fill vacant positions in the New York City Criminal Court. Additionally, we are sending all candidates on the Open-Competitive Senior Court Reporter list a letter and a copy of the posting advising them of this opportunity with the hope that they will apply. We will pursue per diems to fill the gap, however, qualified per diems are not readily available.

Please assist us with getting the word out about the urgent need for Court Reporters in New York City Criminal Court through your network of professional associations and that of your members who hold Court Reporter titles. Please share this posting with your members and distribute information regarding this opportunity to any entity that you may be aware of that could assist the court system with recruitment.

Information about this opportunity and the continuous recruitment posting is available at <http://www.nycourts.gov/careers/statewide/index.shtml>. We cannot close court parts if we are unable to meet the requirement that we create a record of court proceedings. As a last resort, the alternative is to implement electronic recording in the New York City Criminal Court in JHO parts and, if necessary, arraignments.

With your assistance we hope that working together we will be able to continue to provide the needed Court Reporters and the vital role they perform for the Unified Court System.

Very truly yours,

A handwritten signature in black ink, appearing to read "Lauren DeSole". The signature is fluid and cursive, with a large initial "L" and "D".

Lauren DeSole

Enclosures

c: Lawrence Marks  
Ronald Younkins  
Eugene Myers  
Justin Barry  
Nick Lianos  
Kathy Guild  
Donald Lynskey



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

PLEASE POST  
ANNOUNCEMENT NO. 21502

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

**LOCATION:** NYC CRIMINAL COURT

**BASE SALARY:** \$68,418 + LOCATION PAY \$3,697

**CLASSIFICATION:** PROVISIONAL\*

**QUALIFICATIONS:** High School diploma or the equivalent and three (3) years of recent general verbatim reporting experience; or completion of a course 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:**

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:** NYC CRIMINAL COURT

**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.

**ADDITIONAL INFORMATION:** Individuals who have failed the most recent civil service examination for the title of Court Reporter (Examination 45-764) administered in November 2010 will not be considered for this position. In addition, as part of the screening process for this position, candidates will be required to participate in a formal assessment of their verbatim recording and transcribing skills, including a read back from their stenographic notes.

**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 to:

LAUREN DESOLE  
DIRECTOR, DIVISION OF HUMAN RESOURCES  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET - 10<sup>TH</sup> FLOOR  
NEW YORK, NEW YORK 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 26, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: CONTINUOUS

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.