



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
AFFIRMATION FORM
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

REPORTER/STENOGRAPHER (DA)

Exam No. 6030

<p>WHEN TO APPLY: From: December 2, 2015</p> <p style="padding-left: 100px;">To: December 22, 2015</p>	<p>APPLICATION FEE: \$54.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Reporter/Stenographers (DA), under general supervision, perform difficult and responsible stenographic activities on a stenotype machine; take verbatim statements of witnesses, complainants and defendants; take verbatim testimony introduced before a grand jury; transcribe this material for use in court proceedings; may appear in court to testify as to accuracy of statements or testimony and of circumstances surrounding court proceedings; maintain records and files of proceedings and stenographic notes in order to locate testimony and other records pertaining to specific cases; and may supervise other personnel. All Reporter/Stenographers (DA) perform related work.

Special Working Conditions: Reporter/Stenographers (DA) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Reporter/Stenographers (DA) are: sitting, writing, and concentrating for long periods of time while following oral and written directions; communicating in courtrooms orally and in writing; operating a variety of machines, including stenotype and transcription machines; and lifting and picking up equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$36,769 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/osys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (December 22, 2015). If you have any questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education Requirement: A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

The education requirement must be met by January 31, 2016.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (December 22, 2015) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (December 22, 2015). Once your Online Education and Experience Test is finally submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education, certificate and/or experience online.

You will not receive credit for education which you obtain after January 31, 2016.

REQUIREMENTS TO BE APPOINTED:

Stenotype Proficiency: At the time of the appointment interview, you will be required to demonstrate your proficiency to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minute (WPM) and to transcribe same. If you are presently serving as a provisional Reporter/Stenographer with the Offices of the District Attorney and have previously demonstrated such proficiency as a condition of provisional employment with the Offices of the District Attorney, you will not be required to demonstrate this proficiency again.

Citizenship and Residency Requirement: Each eligible appointed to the title of Reporter/Stenographer (DA), and who takes testimony given before the grand juries of the five counties of New York City, must be a citizen and a resident of one of the counties of New York City.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED INFORMATION:

- 1. Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.
- 2. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education requirement listed above. After this requirement is met, you will receive additional credit up to a maximum of 100 points on the following basis:

Education:

If you have an **associate's degree in Court Reporting** from a school accredited by the National Court Reporters Association (NCRA), you will receive an additional **10 points**.

If you have a **certificate in Court Reporting with a certificate verifying the completion of 200 WPM** from a school accredited by the National Court Reporters Association (NCRA), you will receive an additional **5 points**.

(For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

Experience:

Level 1 Work Experience - If you have satisfactory full-time experience performing professional Reporter/Stenographer work **in criminal courtroom and/or grand jury proceedings for a local, state, or federal government court system**, you will receive:

1.0 point for each month of satisfactory full-time experience

Level 2 Work Experience - If you have satisfactory full-time experience performing professional Reporter/Stenographer work for an employer **other than in criminal courtroom and/or grand jury proceedings**, you will receive:

0.5 point for each month of satisfactory full-time experience

Each month of experience will be credited under only one category which will be the highest appropriate category. A maximum of 30 months of satisfactory full-time experience gained as a Reporter/Stenographer will be credited.

In order to receive credit for satisfactory full-time experience as a Reporter/Stenographer performing Reporter/Stenographer duties, for each employment you must have performed at least **four (4)** of the tasks listed in **one** of the following Task Categories of a **Reporter/Stenographer Task Inventory**. (For more information, see **Item #4** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

<u>Task Category #</u>	<u>Task Category</u>
0100.0000	Performs professional Reporter/Stenographer duties in criminal courtroom and/or grand jury proceedings for a local, state, or federal government court system. (8 Tasks)
0200.0000	Performs professional Reporter/Stenographer duties for any employer other than in criminal courtroom and/or grand jury proceedings. (8 Tasks)
The complete Reporter/Stenographer Task Inventory is as follows:	
0100.0000	Performs professional Reporter/Stenographer duties in criminal courtroom and/or grand jury proceedings for a local, state, or federal government court system. (8 Tasks)
0100.0001	Performs administrative tasks such as answering phones and emails; administering oaths; marking documents; maintaining records of cases, exhibits, stenographic notes and case files of testimonies and statements, daily logs of transcript pages/billing, and other forms; and transferring stenographic files and other notes to authorized personnel for reference.
0100.0002	Takes verbatim testimonies given under oath in criminal actions in courtroom and/or grand jury proceedings, using stenotype machines without audio recording.
0100.0003	Transcribes testimonies taken under oath in criminal actions in courtroom and/or grand jury proceedings, using transcription machines.
0100.0004	Transcribes videotaped statements and audio recordings of children, elderly persons, hospitalized individuals and victims to be used as testimony in criminal courtroom and/or grand jury proceedings.
0100.0005	Appears in criminal court and/or grand jury proceedings to testify as to accuracy of statements or testimony and of circumstances surrounding criminal court and/or grand jury proceedings.
0100.0006	Checks indictments and other actions handed down by the criminal court and/or grand jury to make sure they coincide with the record of charges before they are given to authorized personnel for signature.
0100.0007	Notarizes various documents for authorized personnel as well as various other staff members.
0100.0008	Reads back transcripts of testimonies during criminal court and/or grand jury proceedings.
0200.0000	Performs professional Reporter/Stenographer duties for any employer other than in criminal courtroom and/or grand jury proceedings. (8 Tasks)
0200.0001	Performs administrative tasks such as answering phones and emails; administering oaths; marking documents; maintaining records of cases, exhibits, stenographic notes and case files of testimonies and statements, daily logs of transcript pages/billing, and other forms; and transferring stenographic files and other notes to authorized personnel for reference.

- 0200.0002 Takes verbatim testimonies given under oath using stenotype machines without audio recording.
- 0200.0003 Transcribes testimonies taken under oath using transcription machines.
- 0200.0004 Transcribes videotaped statements and audio recordings of children, elderly persons, hospitalized individuals and victims to be used as testimony in hearings/proceedings.
- 0200.0005 Appears during hearings/proceedings to testify as to accuracy of statements or testimony and of circumstances surrounding hearings/proceedings.
- 0200.0006 Checks decisions and other actions handed down in the hearings/proceedings to make sure they coincide with the records before they are given to authorized personnel for signature.
- 0200.0007 Notarizes various documents for authorized personnel as well as various other staff members.
- 0200.0008 Reads back transcripts of testimonies during hearings/proceedings.

You will receive a maximum of one month of experience credit for each month you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (December 22, 2015) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (December 22, 2015). Once your Online Education and Experience Test is finally submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education, certificate and/or experience online.

The education requirement must be met by January 31, 2016. The experience requirement must be met by the last day of the Application Period (December 22, 2015).

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form, and payment of fee
- Education
- Work Experience
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, on the last day of the application period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** have a four year high school diploma or its educational equivalent in order to qualify for this examination. If you do **not** have a four year high school diploma, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each diploma or degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored.

If you possess an associate's degree in Court Reporting from a school accredited by the National Court Reporters Association (NCRA), to earn additional points, on the Educational Level screen, you **must also** select and fill out the information requested for a high school diploma.

If you possess a certificate in Court Reporting from a school accredited by the National Court Reporters Association (NCRA) with 200 WPM, to earn additional points, you **must** select a certificate in Court Reporting with 200 WPM from the drop-down menu in the Education Level screen and fill out the US or Foreign Education and the Date Degree Received or Expected sections.

4. **Completing the Employment/Work Experience section:** For each job you list you **must** fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job, you must select the tasks you performed from the tasks listed in the drop- down menu.

Experience as a Reporter/Stenographer in criminal courtroom and/or grand jury proceedings for local, state, or federal government court system: In order to receive credit for experience as a Reporter/Stenographer in criminal courtroom and/or grand jury proceedings for a local, state, or federal government court system, for each job you must select at least **four (4)** tasks from the tasks listed under Task Category #0100.0000. For example, if you select three (3) or fewer tasks from Task Category #0100.0000, the job will **not** receive credit.

Experience as a Reporter/Stenographer for any employer other than in criminal courtroom and/or grand jury proceedings: In order to receive credit for experience as a Reporter/Stenographer for any employer other than in criminal courtroom and/or grand jury proceedings, for each job you must select at least **four (4)** tasks from the tasks listed under Task Category #0200.0000. For example, if you select three (3) or fewer tasks from Task Category #0200.0000 for a job, the job will **not** receive credit.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10212; Stenographer/Secretary Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas