

C - XI
STENOGRAPHER/SECRETARY
OCCUPATIONAL GROUP [277]

CODE NO. 10212

REPORTER/STENOGRAPHER (DA)

Duties and Responsibilities

This class of positions encompasses difficult and responsible stenographic reporting, using a stenotype machine, and related activities. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, with latitude for independent action or decision, performs difficult and responsible stenographic activities on a stenotype machine; takes verbatim statements of witnesses, complainants and defendants; takes verbatim testimony introduced before a grand jury; transcribes this material for use in court proceedings; appears in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations; maintains records and files of proceedings and stenographic notes in order to locate testimony and other records pertaining to specific cases; may supervise other personnel.

C - XI
STENOGRAPHER/SECRETARY
OCCUPATIONAL GROUP [277]

CODE NO. 10212

REPORTER/STENOGRAPHER (DA) (continued)

Assignment Level IA

A permanent employee with two years of satisfactory permanent service as a Reporter/Stenographer (DA) will be offered a proficiency test demonstrating the ability to take two-voice dictation, using a stenotype machine, at a rate of 200 words per minute (wpm) and transcribe same. Those who pass this test will receive no less than the incumbent minimum salary rate for Assignment Level IA. To be eligible to receive the higher salary of Assignment Level IA, all employees must have at least 2 years of experience taking two-voice dictation at 175 wpm and transcribing same and must pass the 200 wpm proficiency test.

Assignment Level II (See "Special Note" Below)

In addition to the tasks performed at Assignment Level I, under direction, with wide latitude for independent judgment, prepares reports, memoranda, correspondence and other material pertaining to the work of assigned Reporter/Stenographers and other staff. Supervises and coordinates and administers the activities of a group of Reporter/Stenographers (DA); plans, assigns, schedules and reviews work of staff.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent; and
2. The ability to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minutes and to transcribe same.

C - XI
STENOGRAPHER/SECRETARY
OCCUPATIONAL GROUP [277]

CODE NO. 10212

REPORTER/STENOGRAPHER (DA) (continued)

Residency

Each eligible appointed to the title of Reporter/Stenographer (D.A.), 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 within such city.

Special Note

To be eligible for assignment to Assignment Level II, an incumbent must have at least one year of satisfactory experience working in an office of a District Attorney performing Assignment Level I duties.

Direct Lines of Promotion

From: None

To: None