

CONFIDENTIAL REPORTER - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class records testimony, confidential minutes of meetings, or other matters, either by stenotype machine or manually. Responsibilities also involve maintaining records of various proceedings; ensuring adequate secretarial services are provided for the Grand Jury and/or confidential meetings, and maintaining confidential documents and records for the District Attorney and/or the Office of the District Attorney. Supervision may be exercised over a small number of clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

IF ASSIGNED TO THE GRAND JURY:

Takes and transcribes all testimony heard by the Grand Jury;

Acts as a personal secretary to the Grand Jury;

Takes and transcribes statements of witnesses and confessions of defendants in matters to be presented to the Grand Jury;

Prepares for the selection, induction, and indoctrination of a new Grand Jury by the District Attorney;

Maintains records of the results of Grand Jury action;

Maintains a roster of free-lance stenographers to be used in emergencies;

Does miscellaneous legal stenographic, transcription, typing and general clerical work;

IF ASSIGNED TO THE EXECUTIVE OFFICE OF THE DISTRICT ATTORNEY:

Under the direct supervision of the District Attorney, prepares confidential documents, correspondence, meeting minutes and records for the District Attorney;

Takes stenographic notes and records confidential minutes of staff meetings as necessary;

Maintains records and files for the District Attorney;

Transcribes archives and coordinates dissemination of District Attorney's correspondence, speeches, and other forms of written communication;

Assists the District Attorney in preparation for scheduled meetings, public appearances, etc;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Thorough knowledge of legal and medical terminology; thorough knowledge of rules of grammar and how they pertain to legal documents; good knowledge of court procedures; ability to take verbatim shorthand or machine stenographic notes of a difficult and technical nature at varying speeds from 175 to 200 words per minute for a sustained period of time and to transcribe these notes by typewriter at a rate of not less than 35 words per minute; ability to keep all Grand Jury matters confidential; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good hearing; accuracy; integrity; endurance; alertness; good judgment; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of experience in general verbatim recording one of which must have been for a law firm, public defender, district attorney, or closely related agency.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree in Criminal or Public Justice may be substituted on a year for year basis for up to four years of the above stated experience.

SPECIAL REQUIREMENTS: Must have and maintain a valid N.Y.S. driver's license. Must be available on a 24 hour basis as incumbents may be required by all Assistant D. A.'s and Criminal Investigators of the D. A.'s Office for the recording of verbatim statements by witnesses, police personnel, et al. at various local police stations, crime scenes, and other sites throughout Westchester County.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized of accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Exempt†
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Job Class Code: C0287
Job Group: X