

## **GRAND JURY REPORTER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position which involves taking and transcribing verbatim testimony of Grand Jury hearings and administering the operation of the Grand Jury. Incumbents schedule all proceedings, resolve complaints, and provide instruction in Grand Jury policies and procedures. The work also involves taking verbatim statements and testimonies outside of working hours in locations other than the work site. General direction is received from the District Attorney. Supervision over others is not normally a function of this class.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Stenographically records and transcribes verbatim testimony of Grand Jury proceedings and of witnesses and defendants at various locations;
2. Prepares transcripts in approved format;
3. On direction of the Grand Jury, may read back portions of testimony during proceedings;
4. Performs administrative duties essential for efficient operation of the Grand Jury and schedules all Grand Jury matters;
5. Provides instruction to jurors and new attorneys in relation to Grand Jury policies and procedures;
6. Processes indictments;
7. Maintains Grand Jury statistics;
8. Identifies office needs, purchases supplies and equipment and prepares budget recommendations for District Attorney;
9. Communicates with law enforcement and other agencies regarding Grand Jury actions;
10. Arranges for Grand Jury inspection tours;
11. Receives communications for Grand Jury Foreman, researches contents and acquaints foreman with pertinent facts and background;
12. Appears in court as witness concerning transcripts and statements;
13. Marks and records exhibits presented during proceedings.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of shorthand or machine stenography necessary to take verbatim minutes at speeds from 175 to 200 words per minute for a sustained period of time and to transcribe these notes;

Knowledge of legal and medical terminology used in court proceeding necessary to take verbatim minutes for court proceedings;

Knowledge of law and court procedures necessary to administer the operation of the Grand Jury;

Knowledge of software packages for word processing to produce a variety of documents;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

Ability to maintain confidentiality;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position, including hearing necessary to insure obtaining a correct record of testimony and ability to sit for substantial periods of time to record testimony.

**GRAND JURY REPORTER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma:

EITHER:       (A)     Five (5) years of full-time stenographic experience which involved the taking and transcribing of verbatim records;

OR:            (B)     Completion of a program in court reporting and three (3) years of full-time work experience taking and transcribing verbatim records.

NOTE:    In accordance with the New York State Judiciary Law, Section 322, an individual appointed to this position must be a United States Citizen and a resident of Dutchess County.

**SPECIAL REQUIREMENTS:**

1.        Possession of a valid class D New York State Motor Vehicle operator's license at time of appointment.
2.        Current licensing as a New York State Notary Public at time of appointment.

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ADOPTED:    04/10/84

REVISED:    08/22/86            03/25/88            07/03/99            08/03/17