

STENOGRAPHIC SPECIALIST (NY HELPS PROGRAM)

Duties and Responsibilities

This class of positions encompasses the performance of difficult and responsible specialized stenographic and related activities at very high speed levels and may encompass the supervision of other personnel. All personnel perform related work. The following are typical assignments within this class of positions, which may be performed at different Assignment Levels, depending on the difficulty of the assignment and the minimum rate at which dictation has to be taken.

Takes verbatim testimony for use in formal, official or public hearings; may supervise subordinate employees.

Under direction, performs exceptionally difficult and responsible verbatim reporting work or supervises difficult and responsible verbatim reporting work in a legal setting.

MINIMUM SPEED REQUIREMENTS

Assignment Level I

The performance of the duties of the assignment requires taking dictation at a rate of 150 words per minute and transcribing the notes on an appropriate machine.

Assignment Level II

The performance of the duties of the assignment requires taking dictation at a rate of 160 words per minute and transcribing the notes on an appropriate machine.

Assignment Level III

The performance of the duties of the assignment requires taking dictation at a rate of 175 words per minute and transcribing the notes on an appropriate machine.

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Minimum Speed Requirements (continued)

Assignment Level IV

This Assignment Level is only in the Office of Administrative Trials and Hearings and the Police Department.

The performance of the duties of the assignment requires taking multi-voiced dictation at adversarial proceedings at a rate of 200 words per minute and preparing verbatim transcripts using computer-aided transcription equipment to translate the notes into English text.

Qualification Requirements

1. There are no formal education or experience requirements except as shown under the Special Note below.
2. Ability to take dictation at the rate of 150 words per minute and to transcribe the notes on an appropriate machine.

Special Note:

To be eligible for placement in Assignment Level IV, individuals must also have at least one year of satisfactory experience in the operation of computer-aided transcription equipment at Assignment Level III.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Stenographic Specialist (10217)” as competitive class employees.

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Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.