

COURT STENOGRAPHER (PER DIEM)

Schenectady County District Attorney's Office is looking to hire a Per Diem Court Stenographer. The position records verbatim multi-voiced testimony at grand jury proceedings using stenotype shorthand machine. Position also prepares transcripts in approved format and must provide an original and one copy plus a PDF file of transcript of each proceeding within two weeks of proceeding. Must be prepared to read back testimony upon request.

Rates and time commitments negotiable.

Minimum Qualifications:

Certification from a court reporting school or minimum of two years' experience and ability to take multi-voice testimony with speeds of at least 225 words per minute.

Application:

Send resume with letter of interest to:

Denise Haley
Confidential Assistant to the District Attorney
Judicial Building
612 State Street, 3rd Floor
Schenectady, NY 12305
Or email: denise.haley@schenectadycounty.com.

Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis