



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** District Attorney

**CIVIL SERVICE TITLE:** Court Reporter (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$84,903 (41W) Plus Excellent Benefits

**APPLICATION DEADLINE:** August 29, 2025

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



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**DISTINGUISHING FEATURES OF THE CLASS:** The position in this class involves the taking and transcribing the verbatim testimony of all proceedings before Grand Juries, or at other times when a verbatim record is necessary. The incumbent in this class may be required to perform court reporting duties during afternoon, evening and/or night hours at lower criminal courts. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in taking and transcribing verbatim records; **OR**
- (B) Four (4) years of experience in taking and transcribing verbatim records.

**NOTES:**

1. Possession of a certificate from a National Court Reporters Association (NCRA) accredited program may be substituted for two (2) years' experience. Candidates **MUST** submit certificate, if qualifying under substitution.
2. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

**\*\*Oneida County is an equal opportunity employer\*\***

\*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

**Issued: 06/16/2025**