



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1657

POSITION TITLE: STUDENT AIDE III (Court Reporter Internship Opportunity)

JG: NS

LOCATION: Multiple positions are available throughout New York State

BASE SALARY: \$30.00 Hourly

CLASSIFICATION: Full-time – Temporary

QUALIFICATIONS: Applicants must have successfully passed at least one Q&A exam at 180 wpm, be currently enrolled in a formal program of Court Reporting, and ready to begin the internship portion of your school program.

ASSIGNMENT: The mission of the NYS Unified Court System is to deliver equal justice under the law and to achieve the just, fair and timely resolution of all matters that come before the courts. To promote the Court Reporting profession, we have developed an Internship Program for motivated and hardworking Court Reporter students for internships across New York State. Interns are provided the opportunity to integrate classroom education and theory with practical and relevant career experience. Interns will gain insight regarding the work of judges, attorneys, court clerks, court reporters, court officers, interpreters, and other professionals and receive hands-on experience in the work of the courts.

Key Responsibilities:

- Shadow an Official Court Reporter and take down proceedings on your stenographic machine.
- Observe and learn courtroom procedures and duties and responsibilities of an Official Court Reporter.
- Participate in transcript preparation and review.
- Attend hearings and trials to gain exposure to legal proceedings at various levels of the judicial system.
- Collaborate with court reporters to learn brief forms, speaker identifications, terminology and other procedures related to the field.
- Provide general support to the court's operations and participate in any additional duties as needed.

There are multiple opportunities available throughout the state. Interns will be assigned to a Court Reporters' Office in either a Supreme Court, County Court, Family Court, Criminal Court or Civil Court across the state. Candidates should have an interest in working and learning about the justice system. Students who are economically disadvantaged or come from under-served communities are encouraged to apply.

The Student Aide Internship Program is intentionally designed to create access for people who have had little or no prior exposure to the court system. We therefore prioritize applicants who do not have direct personal connections to the courts. This Program aims to open doors and to advance personal and professional development, regardless of background or existing networks.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf), a resume, and cover letter by email to CourtReporterRecruit@nycourts.gov or mail to:

Toni Ann Figueroa, CRR, RMR, CSR, RPR, NYRCR
Deputy Manager, Office of Record Production
NYS Office of Court Administration
25 Beaver Street, Room 768
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: June 17, 2026

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.