The United States District Court
Southern District of Florida
Notice of Vacancy

Position: Official Court Reporter to U.S. District Judge James I Cohn
Announcement No: 2011-CLK-8
Location: Fort Lauderdale, Florida
Salary Range: $77,641 - $89,288 (Levels 1-4)
Opening Date: May 27, 2011
Closing Date: Applications received by June 10, 2011 in first review. Open until filled

Please note: A Court Reporter who is currently assigned to an active Judge within the Southern District must submit a written endorsement from their Judge. An updated resume or application and signed applicable endorsements must be submitted to the Human Resources Office.

Position Overview

Official court reporters record each session of the Court and every other proceeding designated by rule or order of the Court or by a district court judge, magistrate judge, or land commissioner. All proceedings are reported using electronic machine shorthand equipment that produces both shorthand note (paper) tapes and an electronic storage media capable of translation and printing by computer assisted transcription equipment. Electronic sound recording equipment may be used to augment this primary source of reporting cases. Court reporters are generally required to travel occasionally within the district. Court reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the Southern District of Florida.

2010 COURT REPORTERS' RATES OF PAY

SALARY RANGE	QUALIFICATION REQUIREMENTS			SALARY RANGE	REALTIME CERTIFIED
LEVEL 1	4 yrs	+	NSRA Registry	$77,641	LVL - 3 $85,406
LEVEL 2	4 yrs	+	Certf. Merit OR 10 yrs	$81,524	LVL - 4 $89,288
LEVEL 3	4 yrs	+	Certf. Merit AND 10 yrs	$85,406	LVL - 4 $89,288

Qualification Requirements

Must have at least four years of prime court reporting experience in the free-lance field of service, in other courts, or a combination thereof. Experience in Real-Time Court Reporting and a Certificate of Merit is highly desired. Additionally, all Official Court Reporters employed in this Court are required to possess a working knowledge of realtime reporting and to utilize Computer Aided Transcription (C.A.T). Within the first year of employment, a proficiency and ability to provide real-time reporting must be demonstrated.

Salary level is determined accordingly:

***To qualify for Level 1, ****applicant must have qualified by being listed on the registry of professional reporters of the National Shorthand Reporters Association, **OR** passed an equivalent qualifying examination.

To qualify for Level 2, applicant must have a Certificate of Merit from the National Shorthand Reporters Association (or the equivalent thereof as established by the Administrative Office), **OR** have satisfactorily served the U. S. District Court as an official court reporter for ten years. Salary range represents a 5% increase over the entry Level One.

To qualify for Level 3, applicant must meet ALL the criteria indicated above. Salary range represents a 10% salary increase over the entry Level One. Reporter possessing Level 1 qualifications, plus Realtime Certification is also paid at this level.

To qualify for Level 4, applicant must meet the criteria for Level 2, Realtime Certification and Merit Certification.

Note: In addition to the starting salary for court reporters set by the Judicial Conference, an official court reporter is entitled to transcript fees from any party who has contracted with the court reporter for transcript services. The recommendation of the Court is a prerequisite for any increase or combination of increases above the current starting salary.

It is our honor and duty to provide the support necessary to enable the Court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.

Desirable Characteristics
Successful candidate should be a self-starter, mature, highly organized, possess tact, good judgment, poise, initiative (the average reporter produces more than 15,000 pages per year), and maintain a professional appearance and demeanor at all times. Must work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing.

Organizational Relationship
This position is assigned to the Clerk's Office and reports to the Court Reporter Scheduling Coordinator.

Benefits
Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue 13 days of paid vacation for the first three calendar years.
- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in a Group Life Insurance, Long Term Care Insurance Program, Long Term Disability program.
- Participation in a pre-tax Flexible Spending Account.
- Participate in a Retirement Program with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

Application Requirements:
Submit required application documents noted below electronically in PDF (preferred), WordPerfect or Word format noting the Announcement Number in the subject line, and email to: **flsd_hrmail@flsd.uscourts.gov**

- All applicants MUST complete an AO78 - Application for Judicial Branch Employment, and the Court Reporter Addendum available on the District Court Internet site: www.flsd.uscourts.gov -- under Applicant Information.
- Include a detailed resume, including salary history, and personal email address.

United States District Court
Human Resources - Room 8S47
400 North Miami Avenue
Miami FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed. This is not applicable to current Southern District of Florida employees.

Only qualified applicants will be considered for this position
The federal courthouse has been designated a non-smoking area.
Applicant must be a U.S. citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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