United States District Court
Eastern District of New York
www.nyed.uscourts.gov

July 3, 2013

Vacancy Announcement - #13-09/CTREPT

Official Court Reporter

(More than one position may be available)

Brooklyn Courthouse – 225 Cadman Plaza East

Salary: CR Level 1-5

Closing date for receipt of resumes: **Friday, July 26, 2013 or until the position is filled**

DUTIES AND RESPONSIBILITIES: A Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits and read back all or any portions of the court records. At the request of a party or the court the reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters are also require to work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the judges of the U.S. District Court.

Official Court Reporters report directly to the Clerk of Court and Chief Deputy for Court Operations. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District, and comply with the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the United States Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

REQUIRED MINIMUM QUALIFICATIONS: at least four years of prime stenographic CAT court reporting experience in the freelance field of service or in other courts or a combination thereof; Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination that certifies 180 wpm literary, 200 wpm jury charge and 225 wpm testimony. The court prefers successful completion of a Certified Realtime Reporter Examination offered by the National Court Reporters Association or an equivalent qualifying examination. The successful applicant must provide all necessary equipment and software.

SPECIALIZED EXPERIENCE: Court Reporters are grouped for salary purposes, as follows:

Level I - Must possess four (4) years of court reporting experience in the freelance field of service/in other courts or a combination thereof; and be a Registered Professional Reporter.

Level II - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

Level III - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; and be a Registered Merit Reporter.

Level IV - Must be either a Realtime Certified Reporter with ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.

Level V - Must be a Realtime Certified Reporter, have ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement

and be a Registered Merit Reporter.

Salary Levels:

Level I: $82,739, Level II: $86,876, Level III: $91,013, Level IV: $95,150 (new and federal court reporters hired after 10/11/09)

Level I: $82,739, Level II: $86,876, Level III: $91,013, Level IV: $95,150, Level V: $99,287 (current federal court reporters hired before 10/11/09)

Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

· Thirteen (13) days of paid vacation and sick time per year for the first three years of employment, twenty (20) days of vacation after three years and twenty-six (26) days after fifteen years of employment. Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

· Ten (10) paid holidays per year.

· Participation in a retirement and tax-deferred employee savings program.

· Participation in the federal health insurance program of your choice.

· Participation in a group life insurance program.

· Participation in a group long-term disability insurance program.

· Participation in long-term care insurance program.

· Participation in a flexible spending account for medical, commuter and/or dependent care expenses on a pre-tax basis.

Interested applicants should submit a cover letter (include vacancy announcement number) specifying their qualifications in relation to the position, a completed application for federal employment (located on the court's employment web page at www.nyed.uscourts.gov), a current resume and a photocopy of their certificate(s) of proficiency to:

Douglas C. Palmer, Clerk of Court

Attn: Jeffery Howell, Human Resources Manager

U.S. District Court, EDNY

225 Cadman Plaza East

Brooklyn, NY 11201

Room 123S

Due to the nature of the position, the successful candidate must undergo a FBI fingerprint background check.

The U.S. District Court is an Equal Opportunity Employer.