
UNITED STATES DISTRICT COURT

Northern District of Illinois - Chicago, Illinois

NOTICE OF POSITION VACANCY

J.A. No. 2014-08
Vacancies: One
Position Title: Court Reporter
Grade Range: CR-01 to CR-04
Salary Range: \$80,412 - \$92,474
Closing Date November 12, 2013



Date: October 28, 2013
U.S. District Court, NDIL
Human Resources Office, Room 1574
219 South Dearborn Street
Chicago, Illinois 60604
www.ilnd.uscourts.gov

The United States District Court for the Northern District of Illinois has an opening for an Official Court Reporter assigned to the Honorable Robert W. Gettleman. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts, *The Court Reporter's Manual*, and the Court Reporter Management Plan of this Court.

OVERVIEW

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

QUALIFICATIONS/ABILITIES

Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred.

At least four years of prime 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.

Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.

Skilled in the use of Computer-Aided Transcription equipment.

Possess and provide all necessary personal equipment and software.

Certificate of Merit from the National Court Reporters Association is preferred.

OCCUPATIONAL INFORMATION

The position requires the ability to record verbatim testimony, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all of the judges of the Court.

Any person appointed as an Official Court Reporter will serve a probationary period of one year.

EMPLOYEE BENEFITS

Benefits information may be viewed at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx.

HOW TO APPLY

Qualified applicants should submit a application, resume, test scores or NCRA certificate, realtime certification (if candidate is realtime certified) and recommendations (including an evaluation of the applicant's work) from at least one judge and three members of a federal trial bar, preferably of this Court.

NOTICE TO APPLICANTS

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Job announcements and employment applications may be obtained by visiting our web site at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx Please send your application and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.