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

Position: Official Court Reporter assigned to United States District Judge Joan A. Lenard
Announcement No: 2014-CLK-09
Location: Miami, Florida
Salary Range: $78,418 - $90,181 (Levels 1-4)*
Opening Date: June 27, 2014
Closing Date: July 9, 2014, Open until filled. Applications received by July 9, 2014 in first review.

Overview:
Please note: A Court Reporter who is currently assigned to an active Judge within the Southern District of Florida 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 and 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.

2014 COURT REPORTERS' RATES OF PAY
(For Court Reporters Hired on or after October 11, 2009)

Salary Range	Qualification Required	Salary Range	Real Time Certified
Level 1	**4 years + NSRA Registry**	**$78,418**	**LVL 3 - $86,260**
Level 2	**4 years + Cert Merit or 10 years**	**$82,339**	**LVL 4 - $90,181**
Level 3	**4 years + Cert Merit & 10 years**	**$86,260**	**LVL 4 - $90,181**

Qualifications:
Real time reporting and a Certificate of Merit is highly desired. Must have at least four years of prime court reporting experience in the free-lance field of service, or in other courts, or a combination thereof. Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporter Association (NCRA) or passed an equivalent qualifying examination All Official Court Reporters employed in this Court are required to utilize Computer Aided Transcription (C.A.T).

Salary level is determined accordingly:
Level 1: starting salary
Level 2: starting salary plus 5% - Requires merit certification
Level 3: starting salary plus 10% -Requires real time certification
Level 4: starting salary plus 15%- Requires real time certification and merit certification
Merit certification-Registered merit reporter certificate from the National Court Reporters Association (NCRA)

Real time certification- successful completion of a certified real time examination by NCRA or equivalent exam.

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.

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 Chief Deputy•Administration or other designee of the Clerk's Office.

Background Investigation
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.

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 investments opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

How to Apply
The court will screen all applications and the best qualified applicants will be invited for personal interviews.

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2014-CLK-09 in the subject line to: flsd_hrmail@FLSD.uscourts.gov

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Court Reporter Addendum form
- Copies of court reporter certifications
- Resume detailing years of court reporting experience, dates of employment, salary history, certificates obtained.
- Resume should include your personal email address and salary history

Please do not cut and paste your resume into your email.
If all required documents are not received; your application will not be considered.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

For more information on working for the federal courts, please visit http://www.uscourts.gov/Careers.aspx

United States District Court – Human Resources
400 North Miami Avenue, Room 08S47, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER