

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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**Position: Court Reporter assigned to U.S. District Judge
(Pending Confirmation)**

Announcement No: 2020-CLK-14

Number of Vacancies: One Full-Time Position

Duty Station: Ft. Pierce, Florida

Salary: \$87,151 - \$100,223 (Levels 1 -4)

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 occasionally required to travel 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.

Qualification Requirements

Four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof is required. 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 is required. All Official Court Reporters employed in this Court are required to utilize Computer Aided Transcription (C.A.T).

Preferred Qualifications/Court Preferred Skills

REAL TIME Certification and Merit Certification are highly desired.

Duty Station/ Organizational Relationship

This position is located in Ft. Pierce, Florida. This position is assigned to the Clerk's Office and reports to the Chief Deputy • Administration or other designee of the Clerk's Office.

Desirable Characteristics

Successful candidate is a self-starter, mature, highly organized, possesses tact, good judgment, poise, initiative and maintains professional demeanor at all times. Must work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. (Average reporter produces more than 15,000 pages per year).



Important Dates

Opening: 9/10/2020

Closing: Open until Filled

First Review date: 10/1/2020

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

Court Reporter Assigned to U.S. District Judge (Pending Confirmation) Announcement No. 2020-CLK-14

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.

2020 COURT REPORTERS' RATES OF PAY (For Court Reporters Hired on or after October 11, 2009)			
Level	Qualification Required	Salary	Real Time Certified
1	4 years + NCRA Registry	\$87,151	LVL 3 - \$95,866
2	4 years + Merit Cert or 10 years	\$91,509	LVL 4 - \$100,223
3	4 years + Merit Cert or 10 years	\$95,866	LVL 4 - \$100,223

Background Check

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.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement



How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:

flsd_hrmail@flsd.uscourts.gov

Subject Line: 2020-CLK-14

Attachments: Cover letter, resume, Federal Employment Application (AO 78), and Court Reporter Addendum.

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

Selection Process:

Only qualified applicants will be considered. Incomplete application documents may not be considered.

The Federal Court practices zero tolerance for illegal drug use.

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

For more information on working for the federal court, please visit www.uscourts.gov/Careers.asp

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.