

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

**Position: Official Court Reporter (Relief)**

**Announcement No: 2019-CLK-15**

**Duty Station: Miami, Florida**

**Salary: \$84,675- \$97,376 (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 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.

### Qualifications Requirements:

Real time reporting, and a Certificate of Merit are highly desired. Must have at least four years of prime court reporting experience in the free-lance field or service 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).

### 2019 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	\$84,675	Level 3 - \$93,142
Level 2	4 years + Cert Merit. or 10 years	\$88,909	Level 4 - \$97,376
Level 3	4 years + Cert Merit & 10 years	\$93,142	Level 4 - \$97,376



### Important Dates

Opening: May 21, 2019

Closing: Open Until Filled

### U.S. District Court, Southern District of Florida

The U.S. District Court for the Southern District of Florida is comprised of eighteen authorized United States District Judges, nine Senior United States District Judges, sixteen full-time United States Magistrate Judges and one recalled United States Magistrate Judge. The District spans a geographical area that encompasses nine counties, at its southernmost includes Monroe County and at its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses. Currently, the Clerk's Office employs 183 staff.

# Official Court Reporter (Relief) – Announcement No. 2019-CLK-15

Page 2 of 3

## 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 always maintain a professional appearance and demeanor. 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.

## 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.

## 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.

## How to Apply

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



## 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: 2019-CLK-15

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.

## Official Court Reporter (Relief) – Announcement No. 2019-CLK-15

Page 3 of 3

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2017-CLK-15 in the subject line to: [flsd\\_hrmail@FLSD.uscourts.gov](mailto: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 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 08S72, Miami, FL 33128-7717  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://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**