

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Official Court Reporter

Announcement No: 2024-CLK-12

Duty Station: Miami, Florida

Multiple positions may be filled from this vacancy

Salary: \$98,772- \$113,588 (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.).

Desirable Characteristics

The 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.



Important Dates

Opening: 2/15/2024

Closing: Open Until Filled

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.

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*2024 COURT REPORTERS' RATES OF PAY (For Court Reporters Hired on or after October 11, 2009)

2023 Court Reporter Pay & Required Certifications
Level 1: \$98,772
Level 2: \$103,710
Level 3: \$108,650
Level 4: \$113,588

Salary level is determined accordingly:

Level 1: starting salary (RPR certification)

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. Certificate must be presented at the time of appointment; transcripts are not accepted.

NOTE: Court reporters that have 4 or more years of prime court reporter experience but do not possess the RPR may apply and will be considered for the position. An applicant selected under this provision will be required to take the RPR certification tests during the first year of employment until the certification is obtained.

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. The below link provides further information the Federal Court Reporting Program/ transcripts.

<https://www.uscourts.gov/services-forms/federal-court-reporting-program>

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Administrative Manager or another 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



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: 2024-CLK-12

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

A078 and Court Reporter addendum can be found on our web site under the employment tab/how to apply.

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.

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

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range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

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 position is covered under the FCA. **Only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history.

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

The court provides reasonable accommodations to applicants with disabilities. If you need 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

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

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER