



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: Court Reporter Coordinator

Announcement No: 2024-CLK-28

Duty Station: Miami, Florida

Salary: \$51,087-\$63,867 New Federal Employees

(CL25) \$51,087-\$83,038 Current/former Federal Employees

Subject to qualifications and prior Federal experience

Position Overview

The Court Reporter Coordinator oversees the assignment and reassignment of court reporters and contract court reporters ensuring a fair and equitable distribution of workload with respect to hours and days in court for official court reporters and transcript requests. The incumbent monitors the production of transcripts, processes invoices and vouchers for payment, assists attorneys and the public with transcript related requests, as well as identifies and oversees the requests for and fulfillment of contract court reporter and transcript services.

Representative Duties

- Schedule court reporting services daily and make any needed adjustments in scheduling and assignments as circumstances require.
- Monitor court reporter daily assignment distribution; adjusts individual scheduling and assignments to balance reporter workloads where practical.
- Confirm court reporter acknowledgement of their daily assignments.
- Identify potential court reporter coverage gaps; request approval to arrange for contract court reporter services to meet U.S. District Judge court reporter requests.
- Ensure official court reporters and contract reporters adhere to Judicial Conference requirements.
- Serve as Contracting Officer's Technical Representative (COTR) regarding contract court reporting and transcript fulfillment and invoice review.
- Monitor the court reporter group e-mail box & regular mail twice daily for incoming transcript requests and initiate the timely assignment of transcripts to court reporters.
- Assist attorneys and the public on the correct forms used to request transcripts.
- Prepare correspondence in response to inquiries concerning transcript processes.
- Assign Circuit and CJA transcript requests to court reporters; initiate CJA authorization process and provide first look review of CJA-24 transcript vouchers.
- Audit CJA, Official and Contract court reporter invoices for billing of transcripts and contract hours to determine compliance with contract rates or applicable fee schedules.
- Work with Records Dept. to acquire electronic sound recordings for transcript requests.
- Upload Digital Audio Recording (DAR) to designated web site, monitor media manager.



Important Dates

Opening: 8/29/2024

Closing: Open Until Filled

First Review: 9/13/2024

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 Coordinator – Announcement No. 2024-CLK-28

Page 2 of 3

to download audio for court reporters assigned to complete DAR transcript requests.

- Create and maintain records regarding which reporters covered any given hearing.
- Work with IT and others to ensure new court reporters receive training on court specific systems (i.e., court reporter calendar assignment and notification process, CM/ECF docket search, CJA eVoucher authorization and vouchers, AO reporting requirements, “the box”, remote proceeding courtroom connections, etc. and courtroom procedures.
- Acquire and maintain proficiency in CM/ECF, ECRO and other related applications.
- Perform other related duties, as assigned.

Qualification Requirements

Requires a minimum of one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

Excellent computer skills.

Desirable Characteristics

The successful candidate should be mature, highly organized, possess tact, good judgment, poise, initiative, always maintain a professional appearance and demeanor. Ability to meet the public and work harmoniously with others in a team-based organization, communicate effectively, both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office in Miami and reports to the Administrative Manager.

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 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.



How to Apply

Submit the completed application package. The required items must be consolidated into one pdf document in the order listed below. Follow the below link to apply:

<https://www.flsd.uscourts.gov/content/employment-application>

The above link is only applicable to this vacancy.

Announcement Number:

2024-CLK-28

A complete Application includes all items listed below:

1. Cover letter outlining the extent to which you possess the knowledge, skills and abilities listed in the Qualification Requirements section.
2. Detailed resume and salary history
3. A078 Application for Judicial Employment. The application can be found on our web site: <https://www.flsd.uscourts.gov/how-apply-position>

Court Reporter Coordinator – Announcement No. 2024-CLK-28

Page 3 of 3

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 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

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