



**United States District Court**  
**District of New Mexico**  
**Office of the Clerk**  
333 Lomas Blvd. NW, Ste 270  
Albuquerque, NM 87102  
Telephone: 505-348-2000

**NOTICE OF JOB OPPORTUNITY**  
**UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO**

**Vacancy Announcement #: 13-ABQ/OPS-2**

**ANNOUNCEMENT DATE:** August 26, 2013

**CLOSING DATE:** September 13, 2013  
*Or until filled*

**POSITION:** Official Court Reporter  
*Assigned to the Honorable James O. Browning*

**STARTING LEVEL/SALARY:** \$80,718 to \$88,056 Annual  
(Depending on Qualifications)

**LOCATION:** Albuquerque, New Mexico

**POSITION OVERVIEW**

The Clerk's Office is seeking a full-time Court Reporter assigned primarily to the Honorable James O. Browning. This position is located in the Clerk's Office in Albuquerque and reports to the Case Management Supervisor. Court Reporters are employed by the Court en banc and serve at the pleasure of the Court. Court Reporters must comply with the requirements of the Judicial Conference of the United States Courts, Volume 6 of the *Guide to Judiciary Policy*, and the *Plan for Management of Court Reporting Services for the District of New Mexico*. Reporters are subject to the authority established under the Court Reporter Act, 28 U.S.C. § 753. Travel within the district is required.

**DUTIES AND RESPONSIBILITIES**

- ◆ Record verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the court.
- ◆ There is a priority on generating first drafts as accurately as possible so that they can be used in the courtroom and in memorandum opinions and orders without the need to do a final transcript.
- ◆ At the request of a party or by order of the court, provide transcripts within the time frames and cost requirements of the Judicial Conference and the United States Court of Appeals for the Tenth Circuit.
- ◆ The Court Reporter must e-file the transcripts he or she provides into the court's CM/ECF system

and to promptly redact transcripts pursuant to the District's Transcript Redaction Procedures.

- ◆ Maintain accurate and legible records of time, attendance, transcript production, and earnings.
- ◆ Complete and submit various quarterly and annual reports as directed by the Judicial Conference.
- ◆ Complete and timely file transcripts and other required documents. Successful candidate must, if necessary, use available resources (e.g., Scopists, qualified substitutes) to stay current on transcript requests.
- ◆ Maintain archives of stenographic notes in "note-readable" form from all recorded hearings in digital form, pursuant to the *Plan for Management of Court Reporting Services for the District of New Mexico*.

## **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for this position, applicant must have at least four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof, and must be Realtime Certified. The applicant must also have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or, in the alternative, shall have passed an equivalent qualifying examination. The National Stenomask Verbatim Reporters Association examinations and the Certified Shorthand Reporters examinations required by some state governments may be acceptably equivalent to the NCRA testing. Incumbent must provide certification by NCRA as a Certified Realtime Reporter (CRR), or equivalent qualifying examination certificate. In addition, real-time experience and knowledge of CAT hardware and software is required. Incumbent must provide their own CAT software and cabling.

## **COURT PREFERRED EXPERIENCE/QUALIFICATIONS**

Certificate of Merit from the NCRA. Previous U.S. District Court reporting experience. Skill in the use of computer-aided transcription equipment. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

The recommendation of the court is a prerequisite for any increase or combination of increases above the current starting salary.

Level 3: Requires realtime certification \$80,718 annually

Level 4: Requires realtime certification AND merit certification \$84,387\* annually

*Realtime Certification = successful completion of a certified realtime examination by the NCRA or equivalent exam*  
*Merit Certification = registered merit reporter certificate from the NCRA*

*\* Current federal court reporters who have been on board since October 11, 2009 and who transfer without a break in service may also be eligible for a Level 5 salary of \$88,056 annually (if they meet a longevity component of 10 years' federal service).*

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **COURT REPORTING**

- ◆ Ability to record verbatim testimony of court sessions or other proceedings and prepare transcripts as required.
- ◆ Ability to generate extraordinarily accurate and readable first drafts that can be used in the courtroom and in the judge's memorandum opinions and orders without generating a final transcript.

- ◆ Skill in administrative matters such as file maintenance, record keeping, and reporting.
- ◆ The position requires the ability to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all of the judges of the court.

#### JUDGMENT AND ETHICS

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- ◆ The successful candidate should be mature, responsible and poised; possess tact, good judgment, and initiative; and have the ability to work harmoniously with others.

#### WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing) with judges, counsel, and others.

#### INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Incumbent must be skilled in the use of personal computers and associated software to perform duties of the position.
- ◆ Knowledge of CAT hardware and software.
- ◆ Knowledge of electronic case management software (CM/ECF) sufficient to e-file transcripts.

### **CONDITIONS OF EMPLOYMENT**

- ◆ After each new promotion, transfer or appointment, employees are subject to a one-year probationary period beginning on the date of their appointment. This provides time for the employee to become acquainted with the functions of the new position and allows the court to evaluate the employee's overall performance. There is no appeal process available to any employee dismissed during the probationary period.
- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are "at will" and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct. Applicants are subject to a criminal background investigation and skills assessment testing.
- ◆ An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.
- ◆ The court reporter must have the ability to work late hours and to travel.
- ◆ This position is not covered by the Leave Act, and incumbent will therefore not accrue paid leave. Court reporters must provide qualified substitutes as needed at their own expense or be placed on a leave without pay status when taking vacations, leave for personal business, or sickness. Leave and substitutes are subject to court approval.
- ◆ Reporters are considered to be on call during regular business hours and any time court is in session.
- ◆ Due to the nature of this position, work hours may not be standard and incumbent may be required to come to the courthouse without much advance notice. For this reason, incumbent must live within 45 miles of the courthouse.

## **MISCELLANEOUS**

- ◆ Job sharing may be considered (alternating weekly).

## **BENEFITS**

A generous benefits package is available to full-time permanent employees which includes:

- ◆ A minimum of 10 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, the Flexible Benefits Program' and Long-Term Care Insurance
- ◆ Retirement benefits (FERS or FERS RAE)
- ◆ Thrift Savings Plan
- ◆ Eligibility for private long term disability plan options

## **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter with three references, an \*AO-78 (*Federal Judicial Branch Application for Employment*), and a copy of CRR and other certifications** by email to: **usdcjobs@nmcourt.fed.us**. Please include "COURT REPORTER" in the subject line.

\* The AO-78 can be downloaded at [www.uscourts.gov](http://www.uscourts.gov).

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Interviews may be conducted by videoconference for employees located at other division offices and as necessary. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**