



**United States District Court
Eastern District of New York**
www.nyed.uscourts.gov

**September 2, 2016
Vacancy Announcement - #16-22/CTREPT
Official Court Reporter (Realtime proficient)
Brooklyn Courthouse – 225 Cadman Plaza East**

Salary: CR Level 1-4 (\$85,564 - \$98,399 – Reporters hired on or after October 11, 2009)
CR Level 1-5 (\$85,564 - \$102,677 – Current Official Reporters hired before October 11, 2009)

Closing date for receipt of resumes: **Friday, October 3, 2016 or Open Until Filled**

The United States District Court is recruiting for an Official Court Reporter at the Brooklyn, NY courthouse. Official Court Reporters report directly to the Clerk of Court and Chief Deputy for Court Operations. In addition to the current vacancy, an eligibility list of qualified candidates will be developed from this recruitment to fill potential future vacancies.

DUTIES AND RESPONSIBILITIES: A Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits and read back all or any portions of the court records. At the request of a party or the court the reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States, and certifies and files original records and copies of transcripts prepared as required. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters are also required to work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the judges of the U.S. District Court.

Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District, and comply with the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the United States Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to statutory requirements and Judicial Conference policy.

REQUIRED MINIMUM QUALIFICATIONS: at least four years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts or a combination thereof; Qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association or passed an equivalent qualifying examination that certifies 180 wpm literary, 200 wpm jury charge and 225 wpm testimony. Proficient provision of Realtime reporting **required**. Use of Windows, Internet Explorer and Case Catalyst or Eclipse software **required**. Must have the ability to handle a fast pace and heavy workload with quick turnaround of transcripts.

PREFERRED QUALIFICATIONS: Successful completion of a Certified Realtime Reporter Examination offered by the National Court Reporters Association or an equivalent qualifying examination is **strongly preferred**. Current support contract is preferred.

The successful applicant must provide all necessary equipment and software.

BENEFITS:

The United States District Court offers a generous benefits package:

- Thirteen (13) days of paid vacation per year for the first three years of employment, twenty (20) days of vacation after three years and twenty-six (26) days after fifteen years of employment, with thirteen (13) days of paid sick

leave per year. Time in-service for prior federal and military service will be taken into consideration when computing leave accrual and retirement benefits.

- Ten paid Federal holidays per year.
- Extensive health, life, dental, vision, disability, and long term care insurance plans.
- Participation in a flexible spending account for medical, commuter and/or dependent care expenses on a pre-tax basis.
- A defined pension plan plus a matching and tax-deferred/Roth 401K-Style plan.
- Direct pay deposit.
- Federal court employees can join at their expense the Federal Court Clerks Association, a national, professional court organization founded in 1922. Through the organization, employees can pursue on-line certificate and degree programs in judicial administration at their expense through Michigan State University.
- Employees can take advantage of private and public educational benefits exclusive to federal employees.
- The United States District Court is a smoke-free environment.

Applicant Information:

Interested applicants should submit a cover letter (include vacancy announcement number) specifying their qualifications in relation to the position, a completed application for federal employment (located on the court's employment web page at www.nyed.uscourts.gov), a current resume and a photocopy of their certificate(s) of proficiency to:

Douglas C. Palmer, Clerk of Court

Attn: Jeffery Howell, Human Resources Manager

U.S. District Court, EDNY

225 Cadman Plaza East

Brooklyn, NY 11201

Room 123S

Or via email in Word or PDF format at nyed-applications@nyed.uscourts.gov

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Incomplete applications will not be considered.

The Federal Judiciary is an Equal Employment Opportunity Employer.

The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. As a condition of employment, the final candidate will be subject to a FBI fingerprint background check. Retention depends on a favorable suitability determination. All appointments are subject to mandatory electronic fund transfer.