



United States District Court Eastern District of New York

<https://www.nyed.uscourts.gov>

Position: Official Court Reporter (Realtime Proficient) Vacancy #17-14

Location: Brooklyn, NY – 225 Cadman Plaza East

Salary: CR Level 1-4; \$87,770 - \$100,936 plus transcript fees

Opening Date: June 29, 2017

Closing date: July 28, 2017 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. In addition, court reporters must possess the knowledge, skill and ability to produce accurate, simultaneous realtime translation utilizing computer-aided transcription equipment. 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. The successful applicant must provide all necessary equipment and software. Strong Interpersonal Skills; maturity; responsibility; poise; ability to work harmoniously with others and possess effective oral and written communication skills.

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**.

SALARY RANGE – Four increment levels are authorized for merit and realtime certification. Starting salary level is commensurate with qualifications.

Level I (\$87,770) starting salary (minimum qualifications).

Level II (\$92,158) requires Merit Certification.

Level III (\$96,548) requires Realtime Certification.

Level IV (\$100,936) requires Realtime Certification and Merit Certification.

Merit Certification = Registered Merit Reporter from the National Court Reporters Association (NCRA). Realtime Certification= Successful completion of a certified realtime examination by NCRA or equivalent exam.

BENEFITS: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays, annual/sick leave accrual, local transit subsidy (based on budget) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

APPLICANT INFORMATION: The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

Qualified candidates must submit ALL of the following documents in **ONE Adobe (.pdf) format** to nyed-applications@nyed.uscourts.gov:

1. Letter of interest;
2. Resume;
3. A copy of RPR and any other certifications relevant to this position;
4. [Application for Judicial Branch Federal Employment, form AO78](#).

Incomplete applications may not be considered.

Persons selected to be interviewed will be required to travel to the interview location at their own expense. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Applicants must be a United States Citizen or qualifying non-citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so. Initial appointment is provisional pending the required fingerprint and background investigation. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court is an Equal Employment Opportunity Employer.