

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – OFFICIAL COURT REPORTER

Position Title: Official Court Reporter
Vacancy Number: 19-1
Location: Tallahassee, Florida
Closing Date: Open Until Filled
Salary Range: \$78,249 to \$89,986 Depending on Qualifications

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Official Court Reporter in the Tallahassee Division. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. The salary is set by the Judicial Conference based on qualifications.

REPRESENTATIVE DUTIES

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Fees for transcripts sold to private parties are established by Judicial Conference and are retained by the Official Court Reporter.
- Provide transcripts and/or realtime feed to the Court upon request, without charge.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Maintain and safeguard records until they are disposed of according to statutory requirement and Judicial Conference policy.
- Adhere to requirements of The Guide to Judiciary Policy, Volume VI, as well as the court's local Court Reporter Management Plan.
- Perform other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- Must possess a minimum of at least four years of prime court reporting experience in a court, or in the freelance field of service, or a combination thereof; and
- Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Realtime court reporting proficiency is required.
- Equivalent Qualifying Examinations
 - 1) The NCRA examination for listing on the registry of professional reporters (RPR) consists of a written knowledge section plus a skills section. The skills section requires the ability to record
 - 2) 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes.
 - 3) Professional associations (other than the NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration should be evaluated on a case-by-case basis as the requirements change from time-to-time.

The successful candidate must possess excellent organizational and communication skills to permit the production of transcripts within strict time limitations, work well under pressure, and be willing to work as part of a team of reporters under the direction of the Court Reporter Coordinator and the Clerk of Court in fulfilling the needs of all judicial officers of the court. In addition, the candidate must possess tact, judgment, poise, initiative, and always maintain a professional appearance and demeanor.

Special consideration will be extended to Registered Professional Reporters (RPR) and reporters who possess a Certificate of Merit from the NCRA. Federal Court Reporter experience and Realtime certification preferred.

SALARY RANGE

CR Level 1: \$ 78,249 (Minimum qualifications)

CR Level 2: \$82,161 (Requires Merit Certification)

CR Level 3: \$86,073 (Requires Realtime Certification)

CR Level 4: \$89,986 (Requires Realtime Certification)

CR Level 5: \$93,898 (Current Federal Official Court Reporters employed since 10/11/09 with ten (10) years of service in addition to requirements of Level 3 and Level 4).

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays,

health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position will require occasional travel to other divisions in Gainesville, Panama City, and Pensacola. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check and employment is conditional until a suitability determination is complete. Applicants invited for interview will be required to take a Real Time test during the interview process.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078, and a list of three professional references to:

Attn: Vacancy Announcement 19-01
United States District Court for the
Northern District of Florida Office of the
Clerk of Court
111 N. Adams Street Suite 322
Tallahassee, FL 32301

To receive first consideration for review the application must be received by close of business March 15, 2019. The position is open until filled.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

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