

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – OFFICIAL COURT REPORTER

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Position Title:	Official Court Reporter
Vacancy Number:	23-10
Location:	Tallahassee, Florida
Closing Date:	Open Until Filled
Salary Range:	\$88,333 – \$105,999
	<i>Starting salary commensurate with experience and qualifications.</i>

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**POSITION OVERVIEW**

The Clerk of Court for 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 divisional office. 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.
- Provide transcripts and/or a Realtime feed to the Court upon request, without charge.
- Perform 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 requirements and national and local policies.
- Adhere to the 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.
- 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.
- Must have Realtime court reporting proficiency.

### Equivalent Qualifying Examinations:

- The Registered Professional Reporter (RPR) is NCRA's certification which requires you to pass three five-minute Skills Tests (SKT): Literary at 180 words per minute, Jury Charge at 200 words per minute, and Testimony/ Questions & Answers at 225 words per minute. All three tests must be transcribed the recorded material with a 95 percent accuracy rate within 75 minutes.
- 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 will be evaluated on a case-by-case basis.

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 court 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, good judgement, poise, initiative, and always maintain a professional appearance and demeanor.

### Preferred Qualifications

Special consideration will be extended to

- Registered Professional Reporters (RPR);
- Reporters who possess a Certificate of Registered Merit Reporter (RMR) or are a Certified Realtime Reporter (CRR) from NCRA; and
- Reporters with federal court experience.

## SALARY RANGE

CR LEVEL 1: \$88,333 (minimum qualifications)

CR LEVEL 2: \$92,749 (requires Merit Certification)

CR LEVEL 3: \$97,166 (requires Realtime Certification)

CR LEVEL 4: \$101,582 (requires Realtime and Merit Certification)

CR LEVEL 5: \$105,999 (current Federal Official Court Reporter hired before October 11, 2009, with ten (10) years of service, Merit and Realtime Certification)

## 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 the *Code of Conduct for Judicial Employees*, which is available to candidates for review on our website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). The judiciary offers generous benefits including 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 of the Court. 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 #23-10  
United States District Court  
Northern District of Florida  
Office of the Clerk of Court  
One North Palafox Street  
Pensacola, Florida 32502

Applications may also be submitted electronically to [Andrea.Zern@flnd.uscourts.gov](mailto:Andrea.Zern@flnd.uscourts.gov).

To receive first consideration for review the application must be received by close of business August 31, 2023. 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**