

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**



**CAREER OPPORTUNITY ANNOUNCEMENT
OFFICIAL COURT REPORTER**

Position Title:	Official Court Reporter
Vacancy Number:	26-13
Location:	Tallahassee, Florida
Closing Date:	Open Until Filled
Salary Range:	\$95,454 – \$114,546 <i>**Starting salary commensurate with experience and qualifications in accordance with date of hire and the Court Reporters' Rates of Pay - (CR) Levels 1-5.</i>

POSITION OVERVIEW

The Clerk of Court for the United States District Court in the Northern District of Florida is seeking qualified applicants for the position of full-time Official Court Reporter in the Tallahassee Division of the court. 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 of the United States based on qualifications.

REPRESENTATIVE DUTIES

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of the court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference of the United States; electronically file with the Clerk of Court a copy of all transcripts prepared concurrent 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*, including, specifically, Volume VI, Court Reporting, as well as the Court's local Court Reporter Management Plan, and all local and national policies related to information technology, security, procurement, finance, human resources, internal control, records management, and the *Code of Conduct for Judicial Employees*.
- Perform other duties as assigned.

QUALIFICATIONS

- Must possess a minimum of at least four (4) years of prime court reporting experience in a court, or in the freelance field of service or a combination thereof.
- Must have Realtime reporting proficiency. Realtime certification from the NCRA or USCRA (United States Court Reporters Association) is strongly preferred.
- 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.
 - The NCRA's Registered Professional Reporter (RPR) certification process requires individuals to pass the following three five-minute Skills Tests (SKT). All three tests must be transcribed from recorded material with a 95 percent accuracy rate within 75 minutes.
 - Literary at 180 words per minute,
 - Jury charge at 200 words per minute, and,
 - Testimony/Questions & Answers at 225 words per minute.
 - 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.
- Must possess excellent organizational and communication skills to permit the production of transcripts within strict time limitations. Must 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.
- Must possess tact, excellent judgement, poise, initiative, and always maintain a professional appearance and demeanor.

PREFERRED QUALIFICATIONS

- Certification as a Registered Merit Reporter (RMR) by the NCRA,
- Certification as a Realtime Reporter (CRR or FCRR) by the NCRA or USCRA; and
- Prior federal court experience.

COMPENSATION

2026 Court Reporters' Annual Rates of Pay

CR LEVEL 1: \$ 95,454 - Requires minimum qualifications.

CR LEVEL 2: \$ 100,227 - Requires merit certification, as defined below.

CR LEVEL 3: \$ 104,999 - Requires realtime certification, as defined below.

CR LEVEL 4: \$ 109,772 - Requires realtime and merit certification, as defined below.
CR LEVEL 5: \$ 114,546 - Requires a current Federal Official Court Reporter hired before October 11, 2009, with longevity (a minimum of ten years Federal Service) and merit and realtime certification, as defined below.

- Merit certification requires a Registered Merit Reporter (RMR) certificate from the NCRA or the successful completion of an equivalent examination that meets or surpasses the established standards for the RMR certificate.
- Realtime certification requires a Certified Realtime Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination that meets or surpasses the established standards for the CRR certificate.

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. 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 candidates should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement #26-13
United States District Court Northern District of Florida
One North Palafox Street
Pensacola, Florida 32502

Applications may also be submitted electronically by email to careers_flnd@flnd.uscourts.gov.

This 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