

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA**

Position Title: Official Court Reporter – Realtime Certified

Announcement Number: 23-07

Grade Level: Court Reporter Levels 3-4

Location: Charlotte, N.C. (with travel to Asheville, N.C.)

Open Date: Monday, April 17, 2023

Closing Date: Monday, May 1, 2023

POSITION OVERVIEW:

Official Court Reporters perform court reporting services for any judicial proceeding as required. 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. 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 this court. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this court. Official Court Reporters report directly to the Clerk and the Chief Deputy and have a regular 40-hour tour of duty.

REQUIRED QUALIFICATIONS:

- Candidate must possess at least four years of prime court reporting experience in the freelance field or in other courts, or a combination thereof, and must be certified as having passed the Registered Professional Reporter (RPR) examination administered by the National Court Reporters Association or an equivalent certification.
- Must be certified as having passed the Certified Realtime Reporter (CRR) examination administered by the National Court Reporters Association (NCRA) or equivalent certification.
- Applicants must be capable of providing Realtime reporting to ordering parties and will be expected to provide Realtime feeds to the Court upon request, without charge.
- Skilled in the use of computer-aided transcription (CAT) and must provide their own CAT system with Realtime capability.
- Preference may be given to applicants holding a Registered Merit Reporter (RMR) certification from the NCRA.
- Applicants must own, maintain, and keep current, audio-capable steno writer, CAT equipment and software; and maintain service contracts and support for same.

COURT PREFERRED SKILLS

Knowledge of courtroom procedures, methods of reporting courtroom proceedings and legal terminology is desired. Proficiency and experience in the use of computer systems, including but not limited to, Adobe Acrobat and Microsoft Office applications, such as Word, Outlook and Teams is highly preferred.

COMPENSATION AND BENEFITS:

The pay rate offered is dependent upon the applicant's qualifications:

CR Level 3: \$98,942 – Requires Realtime Certification

CR Level 4: \$103,439– Requires Realtime Certification AND Merit Certification

As a judiciary employee, the successful candidate may be eligible to participate in the following benefits programs:

Annual Leave
Sick Leave
Health Insurance
Dental and Vision Insurance
Life Insurance
Flexible Spending Accounts (Medical and Dependent Care)
Commuter Benefit Program
Thrift Savings Plan (Similar to a 401(k))
Public Service Loan Forgiveness

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <https://www.uscourts.gov/careers/benefits>

HOW TO APPLY:

Complete applications should be submitted as a single PDF document via email to hr@ncwd.uscourts.gov. Please reference Job Announcement 23-07.

- Cover letter and resume (including day and evening telephone numbers)
- AO78 Application for Federal Judicial Branch Employment – located on the court's website at <http://www.ncwd.uscourts.gov/employment>
- Proof of Realtime Certification and Merit Certification (*if applicable*)

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

INFORMATION FOR APPLICANTS

Applicants must be U.S. citizens or eligible to work in the United States. Positions in the U.S. Courts are excepted appointments, are not under the Civil Service System, and are considered “at will” positions. Successful employment with the U.S. Courts is based on acceptable performance. The court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

The United States District 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. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position again.

The court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments.

The Judiciary is an Equal Employment Opportunity Employer