

# CAREER OPPORTUNITY



## UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 15-13

**POSITION:** Official Court Reporter

**OPENING DATE:** July 24, 2015  
**CLOSING DATE:** August 14, 2015

**SALARY RANGE:** \$84,402 - \$97,063  
**DUTY STATION:** Bridgeport

The United States District Court for the District of Connecticut is seeking a qualified applicant for a full-time Official Court Reporter with Realtime experience in our Bridgeport seat of court. The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

### **RESPONSIBILITIES:**

- **Attend and record verbatim all proceedings as directed by a judge or court;**
- **Read back all or any portion of the court records;**
- **Produce transcripts within strict time limitations;**
- **Bill, deliver and/or mail official transcripts;**
- **Certify and file with the Clerk of Court original records and a copy of transcripts prepared; and**
- **All other duties as assigned**

### **QUALIFICATIONS/ABILITIES:**

- Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or have passed an equivalent qualifying examination;
- Ability to accurately record 180 words per minute on literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony;
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof;
- Skilled in the use of Computer-Aided Transcription equipment;
- Possess and provide all necessary personal equipment and software;
- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred; and or Certificate of Merit from either the National Court Reporters Association or equivalent is preferred.

**SPECIALIZED EXPERIENCE:** Court Reporters are grouped for salary purposes, as follows:

- **Level 1:** Starting salary
- **Level 2:** Starting salary plus 5%  
(Requires merit certification.)
- **Level 3:** Starting salary plus 10%  
(Requires realtime certification.)
- **Level 4:** Starting salary plus 15%  
(Requires realtime certification and merit certification.)

## **BENEFITS**

Judiciary employees serve under excepted appointments. Judiciary benefits include paid holidays, health and life insurance, long term care insurance, flexible benefits program, and a retirement plan.

## **CONDITIONS OF EMPLOYMENT**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

## **HOW TO APPLY**

Submit resume with cover letter, salary history and proof of any certifications by email only to: Human Resources Department @ Email: [HR\\_department@ctd.uscourts.gov](mailto:HR_department@ctd.uscourts.gov)

The court will not reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

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