

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 18-09

POSITION: Official Court Reporter

OPENING DATE: October 5, 2018

CLOSING DATE: Open until filled, with preference given to applications received by October 19, 2018.

DUTY STATION: Hartford

SALARY RANGE: \$86,957 - \$100,001*

The United States District Court for the District of Connecticut is seeking a qualified applicant for a full-time Official Court Reporter for the Honorable Michael P. Shea. 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.

QUALIFICATIONS/ABILITIES:

- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred;
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof;
- 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;
- Skilled in the use of Computer-Aided Transcription equipment;
- Possess and provide all necessary personal equipment and software; and
- 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].
- 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:

In order to be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=mf6sdx2k&pos=18-09>

Please attach **in PDF format** your cover letter, resume, proof of any certifications, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

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.