



**UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT  
VACANCY ANNOUNCEMENT – USDC CT 21-14**

**POSITION:** Official Court Reporter  
**DUTY STATION:** Hartford, CT  
Multiple positions will be filled from this posting.

**OPENING DATE:** November 2, 2021  
**CLOSING DATE:** Open Until Filled \*  
\*Applications will be reviewed on a rolling basis with first preference given to those received by November 19, 2021

**SALARY:**

Level 1:	\$92,285 (starting salary), plus transcript fees
Level 2:	\$96,899 (starting salary + 5%), plus transcript fees Requires merit certification
Level 3:	\$101,514 (starting salary + 10%), plus transcript fees Requires real-time certification
Level 4:	\$106,127 (starting salary + 15%), plus transcript fees Requires real-time certification <u>and</u> merit certifications

The United States District Court for the District of Connecticut is seeking qualified applicants for full-time Official Court Reporter positions with Realtime experience. The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the Court. In addition, 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 must maintain accurate and legible records of time, attendance, transcript production, and earnings.

**Duties include, but are not limited, to the following:**

- 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 Realtime feed to the Court upon request, without charge.
- Perform such 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 Judicial Conference policy.
- Perform other duties as assigned.

**Qualifications and Requirements:**

- Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof, and 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. Merit certification and Realtime certification preferred. Knowledge of and experience with computer assisted transcription (CAT). Must provide own CAT system with Realtime capability.
- Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; always

maintain a professional appearance and demeanor. Strong team orientation and customer service skills. Communicate effectively, both orally and in writing.

- 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.

**Federal Benefits:**

- Mandatory participation in the Federal Employees Retirement Program and the Social Security program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long-Term Care Insurance and Flexible Benefits programs.

**How to Apply:**

Submit resume with a cover letter, salary history, and proof of any certifications, and a completed AO-78 Application for Federal Employment as a single PDF document to: [HR\\_department@ctd.uscourts.gov](mailto:HR_department@ctd.uscourts.gov).

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

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

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on November 19, 2021.**

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.**

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**Conditions of Employment:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments and are “at will” employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

***The District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.***