



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT – USDC CT 24-04**

POSITION: Official Court Reporter
DUTY STATION: New Haven, CT

OPENING DATE: February 9, 2024
CLOSING DATE: Open until filled*
*Preference given to applications received
by February 23, 2024

SALARY:

Level 1:	\$108,949 (starting salary), plus transcript fees
Level 2:	\$114,396 (starting salary + 5%), plus transcript fees Requires merit certification
Level 3:	\$119,845 (starting salary + 10%), plus transcript fees Requires real-time certification
Level 4:	\$125,292 (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 position with Realtime experience for the Honorable Victor A. Bolden. 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 a completed AO-78 Application for Federal Employment as a single PDF document to: 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>

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.

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