



UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

JOB OPPORTUNITY

Announcement No.: 2019-15

Position Title: Court Reporter
(One position is available)

Salary Range:

Level 1:	\$88,939
Level 2:	\$93,386 (Requires merit certification)
Level 3:	\$97,832 (Requires realtime certification)
Level 4:	\$102,279 (Requires realtime certification and merit certification)

Merit Certification: Registered merit reporter certificate from the National Court Reporters Association (NCRA).

Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

Position Location: Washington, DC

Area of Consideration: Open to all qualified individuals

Open Date: August 28, 2019

Closing Date: September 27, 2019

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, skills, and certifications
- A copy of certificates indicating certification as a Registered Professional Reporter (RPR), Certified Realtime Reporter (CRR), Registered Merit Reporter (RMR), Registered Diplomat Reporter (RDR), and/or Federal Court Reporter Realtime (FCRR).

Failure to submit a complete and signed cover letter, AO-78, resume, and a copy of any certifications will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2019-15)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail as one PDF document to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

This position is located in the Clerk’s Office of the United States District Court for the District of Columbia. The incumbent of this position is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings for the United States District Court only.

DUTIES AND RESPONSIBILITIES

The duties include, but are not limited to the following:

- Attend and record verbatim by shorthand or mechanical means court sessions; read back portions of court record, as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared after delivery to the requesting parties.
- Provide transcripts to the court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases.
- Promptly certify and file all original shorthand notes, audio files, and other original records of proceedings.
- 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.

QUALIFICATIONS

Only applicants meeting the following minimum eligibility requirements and qualifications will be considered:

- A minimum of four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Registered Professional Reporter (RPR) certification is required.
- Certified Realtime Reporter (CRR) or Federal Court Reporter Realtime (FCRR) certification is preferred.
- The ability to record and transcribe 180 words per minute for literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony at 95% accuracy.
- Knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with realtime capability.
- Possess and provide all necessary personal equipment and software.
- Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Communicate effectively, both orally and in writing.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Health Care Reimbursement Account, Dependent Care Reimbursement Account, Parking Reimbursement Account, public transportation vouchers (SmartBenefits up to \$265 per month), and Long-Term Care Insurance
- Employee Recognition Program, budget permitting
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health (FOH)/Employee Assistance Programs
- Work Life Services
- On-site Health Unit
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Courts for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.