

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS

Position Title: Official Court Reporter

Announcement Number: 2016-16
Location: Texarkana, TX
Grade Range: CR Level 1 – Level 4
(Depending on certifications)
Salary Range: \$76,961 - \$88,505



Opening Date: February 10, 2017
Closing Date: February 28, 2017
U.S. District Court, EDTX
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Website: www.txed.uscourts.gov

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is accepting applications for the position of Tour Court Reporter. There are six divisional offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Sherman, Texarkana, and Tyler. Assignment of the position is in the Texarkana office.

POSITION OVERVIEW AND DUTIES:

Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court. Duties include:

- Attending and recording verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. Ability to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court.
- Knowledge, skill and ability to produce accurate, simultaneous realtime transcription utilizing computer-aided translation. Familiarity with and adherence to all requirements of the Court Reporter Management Plan for the district.
- Determine billing and formats which comply with the Judicial Conference requirements. Delivering and/or mailing official transcripts prepared. Certifying and filing with the Clerk of Court original records and a copy of transcripts prepared. Maintain accurate and legible records which are subject to audits. Preparation and filing of all reports required by the Administrative Office.
- Responding timely to official correspondence. Compliance with all administrative duties assigned by his or her manager and the court. Responsible for providing and maintaining his or her own court compatible equipment.
- Travel will be required to cover court proceedings at other divisional offices within the district. Perform other duties as assigned. Official court reporters are placed on a regular

tour of duty that requires their presence in the courthouse during core working hours of a minimum of eighty (80) hours per period.

QUALIFICATIONS:

Required minimum qualifications for level 1: Candidate must possess at least four years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof; must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

For pay levels above level 1, the candidate must meet qualifications for level 1 **and** the following:

Level 2- Must possess a Registered Merit Reporter Certificate from the NCRA.

Level 3- Must have successfully completed the Certified Realtime Reporter exam offered by the NCRA or an equivalent exam.

Level 4- Must (1) possess a Registered Merit Reporter Certificate from the NCRA and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or equivalent exam.

Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

JUDGMENT AND ETHICS:

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

BENEFITS:

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays; Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit); Group life insurance and long term care insurance; Participation in the Federal Employees Retirement System (FERS); Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions; Extensive on-line training options; Federal court employees can join the Federal Court Clerks Association, a national, professional court organization.

APPLICATION PROCESS:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application, and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov>. All documents should be submitted as a single pdf with the reference number (2016-16) in the subject line via e-mail to: hr@txed.uscourts.gov

Completed application packages must be emailed no later than Tuesday, February 28, 2017. Late or incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal government employees.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court Is an Equal Opportunity Employer.