

# Position Title: Official Court Reporter

**Announcement Number:** 2015-05

**Court Name:** U.S. District Court, Middle District of Georgia

**City:** Macon **State:** GA **Court Website:** <http://www.gamd.uscourts.gov>

**Permanent Position:** YES

**Job Grade:** CR 1-4

**Salary Min:** \$74,855

**Salary Max:** \$86,083

**Open Until Filled:** YES, Preference will be given to those applications received by April 24, 2015

## **Position Description:**

The Clerk's Office is accepting applications for the position of Official Court Reporter. The position will be filled and subsequently assigned to the Macon Division, which is located at the William A. Bootle Federal Building in Macon Georgia.

The court reporter is part of a court reporter pooling system and travel is required throughout the District. The successful candidate will maintain normal office hours from 8:30 a.m. to 5:00 p.m.

As part of the Operations section, the Court Reporter records verbatim all proceedings as directed. Court Reporters are guided by and responsible for following the policies and administrative procedures contained in Guide to Judicial Policy and the Court Reporter Management Plan for the Middle District of Georgia. The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

Responsibilities include:

- attending and recording verbatim all proceedings as directed by a judge or court
- reading back all or any portion of the court records
- producing transcripts within strict time limitations
- billing, delivering and/or mailing official transcripts prepared
- certifying and filing with the Clerk of Court original records and a copy of transcripts prepared
- all other duties as assigned

The incumbent is responsible for providing and maintaining his or her own computer equipment and telephone.

## **Qualifications:**

**LEVEL 1:** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess at least 4 years prime court reporting experience in the freelance field of service 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 exam.

**For pay levels above Level 1, the candidate must meet the qualifications in 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.

**COURT-PREFERRED SKILLS:** Realtime certification and/or Federal Court Reporter or State Court Reporter experience.

### **Benefits:**

Salary range is \$74,855 to \$86,083, depending upon qualifications, plus transcript fees, established by the Judicial Conference.

Judicial employees are entitled to benefits that include:

- participation in the Federal Employees' Retirement System
- Thrift Savings Plan (retirement savings plan with immediate employer matching)
- a choice of a health benefits plan from among several options
- life insurance
- a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses)
- accrual of 13-26 days of annual leave
- accrual of 13 days of sick leave annually
- a long term disability plan
- a long term care program
- 10 paid holidays per year

### **Misc:**

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check/investigation as a condition of employment.

### **How to Apply:**

Qualified candidates must submit a cover letter, resume, completed AO-78 along with copies of any relevant certifications to the mailing address below.

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Daryl Sherwood, Human Resources Specialist  
United States District Court  
Middle District of Georgia  
Post Office Box 128  
Macon, GA 31202

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.