

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

**Official Court Reporter
Vacancy Announcement No: 16-02**

Location: Raleigh, NC

Salary Grade/Range: CR Level 1-4 (\$78,107 - \$89,823 plus transcript fees)*

*Depending upon experience and qualifications

Opening Date: January 8, 2016

Closing Date: Open Until Filled

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Official Court Reporter. 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.

Representative Duties:

An Official Court Reporter performs court reporting services for any judicial or other proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits and available to read back any or all portions of the court records, as requested. At the request of a party or the court, the Court Reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. Certification of the recording by the court reporter is required. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. The incumbent is required to back up daily transcripts to an internal shared drive within twenty-four hours of the proceeding. In addition, the Court Reporter must perform other duties as assigned. The incumbent is responsible for providing and maintaining his or her own equipment and telephone. The successful candidate will be required to maintain personal equipment to be compatible with court equipment.

Qualifications:

To qualify for the position, an individual must have at least four years of prime stenographic Computer Aided Transcription (CAT) court reporting experience in the freelance field of service or in other courts or a combination thereof, and must 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. The successful candidate must possess excellent organizational and communication skills to permit the production of transcripts within strict time limitations, work well under pressure, and be willing to work as part of a team of reporters under the direction of the Clerk of Court in fulfilling the needs of all judicial officers of the court. A judicial employee must maintain a professional appearance and demeanor at all times.

Strong preference will be given to candidates who are a Certified Realtime Reporter (CRR) and who possess a Certificate of Merit from the NCRA. Applicants may be subject to testing of realtime capabilities, using personal equipment, during the interview process. A court reporter with federal court experience is preferred.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints and any other information needed to obtain the appropriate FBI or other security clearances. Initial appointment shall be on a six month probationary basis.

The Eastern District of North Carolina encompasses 44 counties with divisional offices in Elizabeth City, Fayetteville, Greenville, New Bern, Raleigh (headquarters), and Wilmington. This position provides court reporting services to three district judges, three senior district judges, and four magistrate judges. Although this position is primarily responsible for court reporting services in Raleigh, the incumbent will frequently perform court reporting services in other divisional offices. Travel, including some overnight lodging, is required. The successful candidate must be able to work irregular hours as directed by the Court.

Benefits:

Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include: a cover letter, resume, official AO 78 Application Form, photocopies of applicable certifications, and three employment references. The AO 78 Application Form may be obtained at www.nced.uscourts.gov.

Application packages should be sent to: NCE_HumanResources@ncep.uscourts.gov

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. This court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the “Code of Conduct for Judicial Employees” which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, to fill more than one position by using this vacancy announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-