

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

**Official Court Reporter
Vacancy Announcement No: 13-02**

Location: New Bern, NC

Salary Grade/Range: CR Level 1-4 (\$73,380 - \$84,387 plus transcript fees)*

*Depending upon experience and qualifications

Opening Date: April 1, 2013

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: April 26, 2013

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 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/or available to read back any or all portions of the court records. At the request of a party or the court, the reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. 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 (24) hours of the proceeding. 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; qualified testing for listing on the Registry of Professional Reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination that certifies 180 wpm literary, 200 wpm jury charge and 225 wpm testimony. 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 security clearance. Initial appointment shall be on a six (6) month probationary basis.

The Eastern District of North Carolina encompasses 44 counties with divisional offices in Elizabeth City, Greenville, New Bern, Raleigh (headquarters), and Wilmington. This position, in addition to two other court reporters, provides court reporting services to three district judges, three senior judges, and three magistrate judges. Although this position is primarily responsible for court reporting services in New Bern, the incumbent must be available to perform court reporting services for any judicial proceeding within the Eastern District of North Carolina; travel, including some overnight lodging, is required.

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 an application package which is to include: a cover letter, resume, official AO 78 Application Form, photocopies of applicable certifications, and three (3) employment references.

Official (AO78) Application Form may be obtained at www.nced.uscourts.gov. **Preference will be given to application packages that are received by the first/interim cutoff date.**

Application packages should be mailed to:

**U.S. District Court EDNC
Attn: Human Resources
310 New Bern Avenue, Room 434
Raleigh, NC 27601**

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. This agency 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, 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-