

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 17- 09

POSITION: Official Court Reporter

OPENING DATE: July 13, 2017

SALARY RANGE: \$87,770 - \$100,636*

CLOSING DATE: Open until filled. Preference given to resumes received by July 28, 2017.

DUTY STATION: New Haven – with travel to Hartford and Bridgeport

***This position is funded annually. There is no guarantee of funding for subsequent years.**

The United States District Court for the District of Connecticut is seeking a qualified applicant for a full-time Official Court Reporter. The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings. They will also be responsible for filing monthly, quarterly, and annual reports, and provide realtime to judges. This position is responsible for providing court recording coverage to senior judges, and magistrate judges as needed. The primary duty station is New Haven; however, the successful candidate will be required to travel to Hartford and Bridgeport as needed.

QUALIFICATIONS/ABILITIES:

- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred;
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof;
- Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or have passed an equivalent qualifying examination;
- Ability to accurately record 180 words per minute on literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony;
- Skilled in the use of Computer-Aided Transcription equipment;
- Possess and provide all necessary personal equipment and software; and
- Certificate of Merit from either the National Court Reporters Association or equivalent is preferred.

SPECIALIZED EXPERIENCE: Court Reporters are grouped for salary purposes, as follows:

- **Level 1:** Starting salary
- **Level 2:** Starting salary plus 5%
(Requires merit certification.)
- **Level 3:** Starting salary plus 10%
(Requires realtime certification.)
- **Level 4:** Starting salary plus 15%
(Requires realtime certification and merit certification.)

BENEFITS

Judiciary employees serve under excepted appointments. Judiciary benefits include paid holidays, health and life insurance, long term care insurance, flexible benefits program, and a retirement plan.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

HOW TO APPLY

Submit resume with cover letter, salary history and proof of any certifications by email only to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

The court will not reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

The United States District Court is an Equal Opportunity Employer.