

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 17-02



POSITION: Official Court Reporter

LOCATION: Louisville, Kentucky

SALARY RANGE: Level 2: \$80,809 (Requires Merit Certification)
Level 3: \$84,658 (Requires Realtime Certification)
Level 4: \$88,505 (Requires Realtime Certification and Merit Certification)

CLOSING DATE: August 31, 2017 by 5:00 pm (Eastern Time)
No late applications accepted

* Starting salary and grade will be based on qualifications and certifications. Official Court Reporters also retain fees from transcripts sold to private parties at rates established by the Judicial Conference of the United States.

POSITION OVERVIEW:

The U.S. District Court for the Western District of Kentucky 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. Court Reporters must adhere to the requirements of the Court Reporter Act and the Court Reporter Management Plan of this district, and must comply with the requirements of the Judicial Conference of the United States. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirement and Judicial Conference Policy.

REPRESENTATIVE DUTIES:

Official Court Reporters perform duties which include, but are not limited to, the following:

- Perform court reporting services for any judicial proceeding as required;
- Demonstrate the ability to record verbatim testimony of courtroom proceedings;
- 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, provide transcripts within time frames and cost requirements established by the Judicial Conference of the United States;
- Determine that billing and formats comply with Judicial Conference requirements;
- Provide and maintain all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies; and
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Minimum of four years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof;
- Successful completion of the Registered Professional Reporter (RPR) exam from the National Court Reporter Association (NCRA);

- Successful completion of a certified Realtime examination from NCRA or equivalent exam or passage of such exam within six months of date of employment. Failure to comply may result in termination;
- Must be skilled in the use of computer-aided transcription equipment;
- Must work well under pressure and be willing to work as part of a team.
- The ideal candidate is a self-directed, highly organized individual who maintains a professional demeanor and appearance at all times, is responsible and tactful, demonstrates initiative and the ability to exercise good judgment, possesses excellent communication skills, is able to produce transcripts within strict time limitations, and understands the importance of confidentiality.
- Applicants who have passed the Registered Merit Reporters (RMR) examination are preferred.
- Frequent travel within the district, including overnight travel, will be required.

BENEFITS:

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include enrollment in the Thrift Savings Plan with employer match and health, dental, vision, life and long-term care insurance plans. Credit is given for prior federal government service. Additional information on the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be found at www.uscourts.gov.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the United States. This position is regular and full-time and may require working in excess of a regular eight-hour day to support the operations of the court. Judiciary employees are not subject to the employment regulations of competitive service and are considered “at will” employees. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

As a condition of employment, an FBI background investigation is required.

HOW TO APPLY:

Qualified applicants should submit a letter of interest, a detailed resume, copies of professional certificates, and contact information for three professional references via email to:

Careers@kywd.uscourts.gov

Emailed documents MUST be in a PDF format for acceptance. Incomplete submissions will not be considered. Travel and relocation expenses will not be reimbursed. Only the most qualified applicants will be interviewed.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER