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**Clerk's Office
Mission Statement**

"The District Court Clerk's Office serves the public and supports the judiciary by delivering excellent customer service with proficiency, integrity and accountability."

The Federal Judiciary is an Equal Opportunity Employer.



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #24-03
Title: COURT REPORTER
Location: Kalamazoo, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled—Priority consideration given to those who apply by April 26, 2024
Salary Range: CR Level 1 (\$92,739) – CR Level 5 (\$111,286)*

*Court Reporter salary levels are based on hire date, years of service, and certifications as noted in the Qualifications and Salary Level sections below.

OVERVIEW

An excellent career opportunity in public service is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Court Reporter to U.S. District Judge Paul L. Maloney in Kalamazoo, Michigan. Although the court reporter is assigned to a judge, they serve *en banc* and may be assigned as needed throughout the district to any active judge, senior judge, visiting district judge, or magistrate judge. A court reporter performs court reporting services for any judicial proceeding as required. Watch [video](#) to find out more about the Court Reporter position in the Federal Judiciary or visit the [Federal Court Reporting Program](#) section of the United States Courts' website.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Kalamazoo is located in the southwest region of Michigan halfway between Detroit and Chicago. Kalamazoo is within an hour of Lake Michigan and offers many outdoor, educational, and cultural adventures such as the Kalamazoo River Valley Trail, the Kalamazoo Promise, Air Zoo Aerospace and Science Museum, and much more.

SUMMARY OF REPRESENTATIVE DUTIES

- Attend and record verbatim court sessions; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared.
- Provide transcripts and/or Realtime feed to the court upon request, without charge.
- Promptly certify and file all original shorthand notes, audio files, and other original records of proceedings.
- Adhere to billing and formats which comply with the Judicial Conference requirements.
- Maintain accurate, legible records which are subject to audit.

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Health/Dental/Vision/Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at

<http://www.uscourts.gov/Careers.aspx>.

- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Adhere to the requirements of the *Guide to Judiciary Policy*, Volume 6 (Court Reporting) and the court's Court Reporter Management Plan.
- Provide back-up coverage for team members as required.
- Travel within the district as needed.
- Perform other duties as assigned.

QUALIFICATIONS

The successful candidate must be reliable and highly organized to produce transcripts within strict time limitations, work well under pressure, possess excellent communication (orally and writing) skills, and ability to work harmoniously with others. In addition, the candidate must possess tact, good judgment, initiative, and a professional demeanor.

- Candidate must possess at least one year of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof.
- Applicants must have qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Court Reporters are responsible for maintaining and purchasing personal office supplies (including postage and delivery charges) and office equipment (including computer hardware and software).
- **Realtime experience and/or certification preferred.**

SALARY RANGE

CR Level 1: \$92,739 (Minimum qualifications)

CR Level 2: \$97,375 (Requires Merit Certification)*

CR Level 3: \$102,013 (Requires Realtime Certification)*

CR Level 4: \$106,650 (Requires Realtime Certification and Merit Certification)*

CR Level 5: \$111,286 (Current Federal Official Court Reporters employed since 10/11/09 with ten years of service in addition to requirements of Level 3 and Level 4)*

**Must meet minimum qualifications in addition to specified certification(s).*

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

- Appointment is provisional and contingent upon successful completion of an FBI background check.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- a resume detailing all relevant experience and certifications;
- contact information for three professional references;
- a copy of all court reporter certifications, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email in **one PDF** file to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by **April 26, 2024**. **No phone calls please.**