

# ■ CAREER OPPORTUNITY ■



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #21-01  
**Title:** OFFICIAL COURT REPORTER  
**Position Type:** Full-Time (Temporary) (through 9/30/22 with possibility of an extension or attaining permanent status)  
**Location:** Grand Rapids, Michigan  
**Closing Date:** February 26, 2021 (By 4:30p.m. EST)  
**Salary Range:** CR Level 1 (\$82,635) – CR Level 5 (\$99,163)\*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for an Official Court Reporter position. This will be a full-time, temporary (through 9/30/2022 with the possibility of extension and/or permanent status) position that reports to the District Judge to whom the court reporter is primarily assigned. A court reporter performs court reporting services for any judicial proceeding as required.

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

### DUTIES & RESPONSIBILITIES

The duties include, but are not limited to the following:

- Attend and record verbatim by shorthand or mechanical means 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 after delivery to the requesting parties.
- Provide transcripts to the court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases.
- 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.

- 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 district's *Court Reporter Management Plan*, Judicial Conference of the United States, and the *Guide to Judiciary Policy*, Administrative Office of the United States Courts.
- Occasional 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 well with others. In addition, the candidate must possess tact, good judgment, initiative, and a professional demeanor.

- Candidate must possess at least four years 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.
- The employee is responsible for maintaining and purchasing office supplies, office equipment (including computer hardware and software), and postage and delivery charges.
- Realtime certification required.

## SALARY RANGE

CR Level 1: \$82,635 (Minimum qualifications)

CR Level 2: \$86,767 (Requires Merit Certification)\*

CR Level 3: \$90,899 (Requires Realtime Certification)\*

CR Level 4: \$95,030 (Requires Realtime Certification and Merit Certification)\*

CR Level 5: \$99,864 (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).

*Merit Certification - Registered merit reporter certificate from the NCRA.*

*Realtime Certification - Successful completion of a certified realtime examination by NCRA or equivalent exam.*

## BENEFITS

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, and 10 paid holidays per year. (**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) *For more detailed information about federal court benefits and compensation, please go to:*

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

## CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. 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. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. 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. 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 completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>;
- a resume detailing all relevant experience, education, skills and certifications;
- contact information for three professional references, and
- a copy of all court reporter certifications.

**Incomplete or late applications will not be considered.** Required documents must be sent via email and received by 4:30p.m. EST on **February 26, 2021**. Please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). **No phone calls please.**

**EQUAL OPPORTUNITY EMPLOYER**