

# ■ CAREER OPPORTUNITY ■



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #23-02  
**Title:** OFFICIAL COURT REPORTER  
**Position Type:** Full-Time Permanent  
**Location:** Lansing, Michigan  
**Closing Date:** Open until filled---*Priority consideration will be given to those applicants who apply by March 31, 2023*  
**Salary Range:** CR Level 1 (\$88,333) – CR Level 5 (\$105,999)\*

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 Chief U.S. District Judge Hala Y. Jarbou in Lansing, Michigan. A court reporter performs court reporting services for any judicial proceeding as required. This court reporter position would be required to travel to other court locations in the district as well to provide services when needed.

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 headquarters, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward. The historic Charles E. Chamberlain Federal Building & Post Office in Lansing is located across from the beautiful Michigan State Capitol building.

*\*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 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.
- 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 experience and/or certification preferred.

## SALARY RANGE

CR Level 1: \$88,333 (Minimum qualifications)

CR Level 2: \$92,749 (Requires Merit Certification)\*

CR Level 3: \$97,166 (Requires Realtime Certification)\*

CR Level 4: \$101,582 (Requires Realtime Certification and Merit Certification)\*

CR Level 5: \$105,999 (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

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

- 11 Paid Federal Holidays
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan with Government Match up to 5% (similar to 401k)
- Flexible Spending Programs
- 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>.

## 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. 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 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 applications will not be considered.** Please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). Position open until filled. Priority consideration will be given to those applicants who apply by March 31, 2023. **No phone calls please.**

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. 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. District Court is an Equal Employment Opportunity Employer*