

UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
www.mad.uscourts.gov

OFFICIAL COURT REPORTER

\$65,999 - \$79,199

The United States District Court for the District of Massachusetts, Boston, has an opening for an Official Realtime Court Reporter. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States, and *The Court Reporter's Manual* published by the Administrative Office of the United States Courts.

OVERVIEW: The Official Court Reporter records verbatim testimony by Computer Assisted Technology (CAT) for civil and criminal court proceedings. 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. Additionally, Court Reporters are responsible for determining that billings and formats comply with Judicial Conference requirements.

Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits. 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 requirements and Judicial Conference policy.

QUALIFICATIONS: (Minimum)

At least four years of prime stenographic CAT 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 passed an equivalent qualifying examination. The National Stenomask Verbatim Reporters Association examinations and the Certified Shorthand reporters examinations required by some state governments may be acceptably equivalent to the National Court Reporters Association testing;

Be proficient in realtime court reporting and have access to CAT transcription equipment;

Possess and provide all necessary personal equipment and software (e.g. computer, a display, write, cable and realtime software).

QUALIFICATIONS: (Preferred)

Having successfully completed the Certified Realtime Reporter Examination offered by the National Court Reporters Association, or passed an equivalent qualifying examination, or established a personal goal the attainment of certification as a realtime reporter.

Holder of a Certificate of Merit from the National Shorthand Reporters Association;

Level I - Official Court Reporter must possess four (4) years of court reporting experience in the freelance field of service/in other courts or a combination thereof; and be a Registered Professional Reporter.

Level II - Official Court Reporter must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

Level III - Official Court Reporter must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; and be a Registered Merit Reporter.

Level IV - Official Court Reporter must be either a Realtime Certified Reporter with ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.

Level V - Official Court Reporter must be a Realtime Certified Reporter, have ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement and be a Registered Merit Reporter.

Level I	\$65,999
Level II	\$69,299
Level III	\$72,598
Level IV	\$75,898
Level V	\$79,199

The successful candidate should possess the following: strong interpersonal skills, maturity, responsibility, poise, tact, good judgment, initiative, ability to work harmoniously with others and effective oral and written communication skills.

This Court provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Court. Determination on requests for reasonable accommodation will be made on a case-by-case basis.

INFORMATION FOR APPLICANTS: Employment with the United States District Court is at will. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of the net pay (i.e. Direct Deposit). The United States District Court requires employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Due to the volume of applications received, the Court will communicate only with those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

EMPLOYEE BENEFITS: Benefits include 13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year; and 13 days paid sick leave annually; participation in a retirement system, and depending upon retirement system, Social Security Benefits; optional participation in Thrift Savings Plan; Federal Employee Health Benefits and Federal Employee Life Insurance; ten (10) paid holidays per year, as well as the opportunity of Credit Union membership.

CLOSING DATE FOR APPLICANTS: OPEN UNTIL FILLED

Submit letter of application, including salary history, and resume to:

Clerk, United States District Court
HUMAN RESOURCES DIVISION
1 Courthouse Way, Suite 2300
Boston, MA 02110-3004
Attn: OCR-06/04

or

E-mail letter, salary history and resume to: usdcmajobs@mad.uscourts.gov

Court provides reasonable accommodation to applicants w/disabilities. If needed, notify the Court. Determination on requests for reasonable accommodation made on a case-by-case basis.

NOTE: Applicants selected for interviews will receive a telephone call. No Calls Please.

EEO/AA/EDR