

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Court Reporter

**POSITION TYPE:** Full-Time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #21-13

**LOCATION:** Boston, MA

**CLASSIFICATION LEVEL:** \$101,216 - \$110,417 Annually\*  
\* Depending upon qualification and experience

**OPENS:** September 17, 2021      **CLOSES:** October 15, 2021

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The U.S. District Court Clerk's Office for the District of Massachusetts is currently accepting applications to a fill full-time position for an Official Court Reporter. This position is based in the District Court in Boston, Massachusetts.

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**Summary:**

The United States District Court for the District of Massachusetts, Boston, has an opening for an Official 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, The Court Reporter's Manual published by the Administrative Office of the United States Courts, and policies of the Clerk's Office. Periodic travel to Worcester and Springfield divisional offices is required.

**Representative Duties:**

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's 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 statutory requirements and Judicial Conference policy.

**Minimum Qualifications:**

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;

Qualification 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;

A Certificate of Merit from the National Shorthand Reporters Association, a requirement for Level III through Level V (level V available only to court reporter's hired prior to October 11, 2009);

Realtime Court Reporter experience and access to CAT transcription equipment;

Successful completion of the Certified Realtime Reporter Examination offered by the National Court Reporters Association or having passed an equivalent qualifying examination is required;

Supply of all necessary personal equipment and software (e.g. computer, a display, write, cable and realtime software);

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

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

Commitment to public service.

### **FBI Background Investigation**

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination. Applicants will also be required to complete a security clearance application.

### **Benefits**

A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit subsidy program

### **Hours**

Clerk's Office hours are 8:30 AM to 5:00 PM. Working hours may vary based on the court calendar.

### **How To Apply**

Submit all of the following documents **as a single pdf**:

1. A cover letter indicating why you are interested in being considered for this position;
2. A current resume;
3. A list of three professional references, preferably current and/or prior supervisors (include their current contact information) ,
4. A completed AO-78, Application for Federal Judicial Branch employment (version dated 02/2021), and
5. A sample transcript to:

**United States District Court  
Attn: Human Resources  
Vacancy #20-13  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300 Boston, MA 02210**

**Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)**

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #20-13, Court Reporter** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application forms (AO-78, version dated 02/2021) is available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or is not complete, you may lose consideration for this position.

### **Information For Applicants:**

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier 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. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six- month probationary period is required.

**Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.**

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**