

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov**

Position Title: Official Court Reporter
Announcement Number: 2016-18
Location: Pittsburgh, PA
Appointment Level: CR Level 3 - Level 5
(Depending on certifications)
Salary Range: \$85,000 - \$92,727



Vacancy Announcement #: 16-02
Opening Date: November, 8, 2016
Closing Date: November 30, 2016
or until filled
Anticipated Start Date:
January 9, 2017

NOTICE OF VACANCY

The United States District Court for the Western District of Pennsylvania is accepting applications for the position of an **Official Court Reporter - Certified Realtime**. The official duty station is in Pittsburgh, Pennsylvania. The reporter may be required to perform official duties from time to time in Erie and/or Johnstown, PA at the direction of the Chief Judge.

POSITION OVERVIEW AND DUTIES

Official Court Reporters are responsible for recording court proceedings in court and in chambers for all judges and magistrate judges. The reporter produces transcripts requested by a judge or the parties and files copies as required with the Clerk of Court. Duties include:

- Ability to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court.
- Knowledge, skill and ability to produce accurate, simultaneous realtime transcription utilizing computer-aided translation.
- Familiarity with and adherence to all requirements of the Official Court Reporting Plan for the district.
- Providing realtime reporting and will be expected to provide transcripts and/or realtime feed for judges upon request, without charge. Providing transcripts and/or realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Adhering to billing and formats which comply with the Judicial Conference requirements. Delivering and/or mailing official transcripts prepared. Certifying and filing with the Clerk of Court original records and a copy of transcripts prepared. Maintaining accurate and legible records which are subject to audit. Preparing and filing of all reports required by the Administrative Office.
- Responding timely to official correspondence. Complying with all administrative duties assigned by his or her manager and the court.

- Providing and maintaining his or her own court compatible equipment and supplies necessary to produce realtime computer-aided transcription and copies of transcripts, including telephone and Internet service, computer equipment, software, printers and supplies.
- Occasional travel within the district.
- Performing other duties as assigned.

QUALIFICATIONS

- 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 passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association
- *Applicants also must have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or equivalent examination administered by an organization of recognized standing at the time of hire.*

SALARY RANGE

Level 3: \$85,000 (Requires Realtime Certification)

Level 4: \$88,863 (Requires Realtime Certification and Registered Merit Reporter (RMR) Certification)

Level 5: \$92,727 (current Federal Official Court Reporters hired before 10/11/09 only)

BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
- 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance
- Long-term care & disability options
- Retirement program
- Thrift Savings Plan
- Pre-tax medical and childcare accounts
- Pre-tax commuter & transportation accounts

Conditions of Employment:

Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause. Selected applicant will be subject to a six-month probationary period.

Official court reporters are placed on a regular tour of duty that requires their presence in the courthouse during core working hours of a minimum of eighty (80) hours per pay period.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. 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 Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal government employees.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

ADDITIONAL INFORMATION

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

HOW TO APPLY

Qualified applicants should prepare a cover letter (including a narrative statement of your background) addressed to Court Reporter Vacancy, Attention: Personnel Supervisor; a Judicial Branch Federal Employment (AO 78) application; a resume and copies of certifications received.

An application form can be obtained on our web page at: www.pawd.uscourts.gov, Court Info, Employment. All documents should be submitted electronically as a single pdf with the reference number (16-02) in the subject line via e-mail to: pawdresume@pawd.uscourts.gov

Preference will be given to those applications received by November 30, 2016. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

The Court is an Equal Opportunity Employer