



Position Announcement

Position: Official Court Reporter

Location: Burlington, Vermont

Announcement Number: 2019-01

Position Status: Full-Time Permanent

Opening Date: January 14, 2019

Closing Date: Open until filled with first preference given to resumes received by February 11, 2019

Classification Level: CR Level 1 – Level 4 (Dependent upon certifications)

Full Salary Range: \$78,249 - \$89,986

The Clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington and Rutland. This position is located in Burlington with infrequent travel to the Rutland divisional office and to attend seminars, conferences and training.

POSITION OVERVIEW AND DUTIES:

Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court. Duties include:

- Attending and recording verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. 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 Court Reporter Management Plan for the district.
- Determine 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. Maintain accurate and legible records which are subject to audits. Preparation and filing of all reports required by the Administrative Office.
- Responding timely to official correspondence. Compliance with all administrative duties assigned by his or her supervisor and the court. Responsible for providing and maintaining his or her own court compatible equipment.
- Travel may be required to cover court proceedings at the Rutland divisional office. Perform other duties as assigned. 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 two-week period.

QUALIFICATIONS:

Required minimum qualifications for level 1: 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; must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

For pay levels above level 1, the candidate must meet qualifications for level 1 and the following:

Level 2 - Must possess a Registered Merit Reporter Certificate from the NCRA.

Level 3 - Must have successfully completed the Certified Realtime Reporter exam offered by the NCRA or an equivalent exam.

Level 4 - Must (1) possess a Registered Merit Reporter Certificate from the NCRA and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or equivalent exam.

Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

JUDGMENT AND ETHICS:

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement Systems which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary benefits.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should submit a cover letter (including a narrative statement of your background), a resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov
Subject: Court Reporter Position

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Travel and/or relocation expenses are the responsibility of the applicant.