

Job Opportunity

Temporary Official Court Reporter

Salary Range: \$80,560 - \$92,644

A ONE YEAR AND ONE DAY TEMPORARY EMPLOYMENT OPPORTUNITY WITH THE POSSIBILITY OF EXTENSIONS-OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

Applications are being accepted for the position of Temporary Official Court Reporter in the United States District Court for the Eastern District of Michigan. The position reports directly to the Court Reporter Supervisor. The duty station location for this position is in Detroit, however, travel to divisional offices in Ann Arbor, Flint, Bay City and Port Huron may be required. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request.

SALARY:

Level 1: Starting salary (\$80,560)

Level 2: Starting salary plus 5% (\$84,588) - requires merit certification

Level 3: Starting salary plus 10% (\$88,616) - requires realtime certification

Level 4: Starting salary plus 15% (\$92,644) - requires realtime certification and merit certification

- Merit certification = registered merit reporter certificate from the National Court Reporters Association (NCRA)
- Realtime certification = successful completion of a certified realtime examination by NCRA or equivalent exam

QUALIFICATIONS

Qualifications must be met at the time of application.

The successful candidate must possess excellent organizational skills to permit the production of transcripts within strict time limitations, work well under pressure, possess excellent communication skills, and be willing to work as part of a team of reporters under the direction of the Court Reporter Supervisor in fulfilling the needs of all judicial officers of the court. In addition, the candidate must possess tact, judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

Required: An applicant for appointment as a Temporary Official Court Reporter in a United States District Court must possess as a minimum requirement at least four years of prime court reporting experience in a court, or in the freelance field of service, or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or passed an equivalent qualifying examination. Realtime court reporting proficiency is required.

Preferred: Realtime certification preferred. Special consideration will be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA.

*Announcement
Number: 14-17*

Posted: May 9, 2014

Closes: June 9, 2014



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: Court Reporter

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OTHER REQUIREMENTS

Because court reporters are called upon to serve all judicial officers, CAT software must be compatible with Bridge/Lawbridge and CaseView viewer/annotation programs, and with Windows XP or higher. The employee is responsible for purchasing office supplies, telephone service, office equipment including computer hardware and software, postage and delivery charges. Certified realtime court reporters must provide wiring and data communications connections needed to provide realtime services to parties requesting realtime services. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left on page one by 5:00 PM on the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Separate application must be made to individual vacancy announcements.

Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.