

# UNITED STATES DISTRICT COURT

Southern District of West Virginia

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## Official Court Reporter Vacancy Announcement #16-CO-11

<b>POSITION:</b>	Official Court Reporter
<b>TYPE OF APPOINTMENT:</b>	Full-time, permanent
<b>OPENING DATE:</b>	September 2, 2016
<b>CLOSING DATE:</b>	Open until filled.
<b>SALARY RANGE:</b>	\$75,729 to \$87,089, plus transcripts
<b>LOCATION:</b>	Charleston, West Virginia

**INTRODUCTION:** The Clerk's Office is accepting applications for the position of Official Court Reporter. The position will be filled and subsequently assigned to the chambers of the Honorable Joseph R. Goodwin, who is located in the Robert C. Byrd United States Courthouse at Charleston, West Virginia. However, the court reporter is part of a court reporter pooling system and may be required to travel on occasion whenever court reporter services are required in a divisional office. The successful candidate will maintain normal office hours from 8:30 a.m. to 5:00 p.m. As part of the Operations section, the Court Reporter records verbatim all proceedings as directed, and reports to the Court Reporter/ECR Coordinator. Court Reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the Southern District of West Virginia. The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

**COURT-PREFERRED SKILLS:** Realtime certification and/or Federal Court Reporter or State Court Reporter experience.

**REPRESENTATIVE DUTIES:** Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Conference of the United States; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; and covering other courts as needed, and all other duties as assigned. The incumbent is responsible for providing and maintaining his or her own computer equipment and telephone.

Salary range is \$75,729 to \$87,089 annual, depending upon qualifications, plus transcript fees, established by the Judicial Conference.

<b>Salary Range:</b>	<b><u>2014 PAY RATES</u></b>	<b><u>Per Annum</u></b>
	Level 1	\$75,729, plus transcripts
	Level 2	\$79,516, plus transcripts
	Level 3	\$83,303, plus transcripts
	<u>Level 4</u>	<u>\$87,089, plus transcripts</u>

**MINIMUM QUALIFICATIONS:**

**LEVEL 1:** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and **must** possess at least **4 years prime court reporting experience** in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam. ***The incumbent is required to be realtime proficient and to utilize Computer Aided Transcript (C.A.T.).***

**For pay levels above Level 1, the candidate must meet the qualifications in 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.

**BENEFITS:** This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

**INFORMATION FOR APPLICANTS:** The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check/investigation as a condition of employment. If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter, resume, and copies of any relevant certifications to the mailing or email address below. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Korin Parsons, Human Resources Specialist  
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Post Office Box 2546  
Charleston, WV 25329-2546  
Attention: Vacancy 16-CO-11  
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*The United States District Court is an equal opportunity employer and values diversity in the work place.*