



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Official Court Reporter	Announcement #:	20-CO-01
Appointment Type:	Full-time, Regular	Location:	Beckley, WV
Starting Salary:	\$81,817 - \$98,180*, plus transcript fees *Highest level requires candidate possess all certifications and have been employed by US Courts prior to 10/01/2009		
Opening Date:	January 15, 2020		
Closing Date:	Open until filled. Applications received by January 31, 2020 will receive first consideration.		
Open To:	All qualified applicants		

This United States District Court for the Southern District of West Virginia is seeking qualified candidates for an Official Court Reporter assigned to the chambers of the Honorable Frank W. Volk, District Judge, located in Beckley, WV. 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 offices other than their assigned duty station. Regular and frequent travel to Charleston, WV is expected.

Job Summary:

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 this Court. The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills. The successful candidate will maintain regular office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

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 all necessary personal equipment and software.

Required Qualifications:

Level 1: 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.).

Preferred Qualifications:

*For pay levels higher than Level 1, the candidate must meet the qualifications in Level 1 **and**:*

Level 2: Possess a Registered Merit Reporter Certificate from the NCRA.

Level 3: Successfully completed the certified realtime reporter exam offered by the NCRA or an equivalent exam.

Level 4: (1) Possess a Registered Merit Reporter Certificate from the NCRA and (2) successfully completed the certified realtime reporter exam offered by the NCRA or equivalent exam.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include: mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in the Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision 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 annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, 10 paid holidays per year, and onsite physical fitness facility.

Information for Applicants:

The United States District Court is part of the Judicial Branch of 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 must complete a background check including FBI fingerprint check and have a subsequent favorable suitability determination.

Application Process:

Qualified applicants should submit an application packet to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov, referencing vacancy **#20-CO-01 Official Court Reporter** in the subject line. The packet should include:

- cover letter,
- current résumé,
- copies of any relevant certifications, and
- completed form [AO-78 Application for Judicial Branch Employment](#) (also available on the court's website at <https://www.wvsc.uscourts.gov/careers-0>).

To receive first consideration, application materials must be received by **January 31, 2020**. ***Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application.*** Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.