



Sacramento, California
www.caed.uscourts.gov

How to Apply:

For consideration, applicants must submit the following:

- 1) An introductory cover letter that includes the reason a change of employment is desired (a reason is only required if applicant is currently employed).
- 2) A chronological resume detailing work history and reason why each job listed was left.
- 3) A list of at least three professional references.
- 4) A sample transcript at least 30 pages in length that was produced and edited by the applicant.

Materials must be received as email attachments in either Word or PDF format sent to:

CAED-HR@caed.uscourts.gov

by no later than 4:00 pm on Wednesday, July 27, 2016. Please reference “2016-16” in subject line of email.

The U.S. District Court – Eastern District of California is recruiting for an Official Court Reporter who is Realtime certified. The incumbent will report to a Court Services Supervisor in our Clerk’s Office and will as part of a pool of reporters provide court reporting services to our Sacramento judges on an as-assigned basis.

The duties and responsibilities performed by Official Court Reporters include the following:

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment.
- Provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide Realtime feed for any judicial officer as directed, without charge.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with formatting and billing requirements established by the Judicial Conference of the United States and other administrative duties and requirements as assigned by the supervisor and the Court.

SALARY RANGE

Level 3: \$89,320 (Requires Realtime Certification)

Level 4: \$93,380 (Requires Realtime Certification and Registered Merit Reporter (RMR) Certification)

Official Court Reporters also retain fees from transcripts sold to private parties at rates established by the Judicial Conference of the United States. Transcripts requested by the Court must be furnished without charge and copies of all transcripts are required to be filed with the Clerk. Additional information about transcripts can be found at:

<http://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/court-reporters-transcripts/transcript-rates/>

Benefits Offered:

- **Paid Holidays**
- **Annual & Sick leave accrual**
- **Participation in the Federal Employees Retirement System (FERS) that includes access to the Thrift Savings Plan (TSP)**
- **Health Insurance**
- **Dental, Vision & Life Insurance**
- **Flexible Spending Accounts**
- **On Site Gym**
- **Employer provided parking space**

For more information about benefits go to: USCourts.gov

Additionally, the “Management Plan for Court Reporters” adopted by the court that contains details on administrative requirements can be found at:

<http://www.caed.uscourts.gov/caednew/assets/File/GO%20560.pdf>

QUALIFICATIONS

For consideration, applicants must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination such as the Certified Shorthand Reporter (CSR) Examination administered by the Court Reporters Board of California. Applicants also must have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or other organization of recognized standing.

Applicants who have also passed the Registered Merit Reporters (RMR) examination are preferred.

DISCLOSURES

- Official Court Reporters are responsible for purchasing office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.
- Only qualified applicants will be considered for this position.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.
- Employees of the U. S. District Court serve under “Excepted Appointments” and are considered “at-will” employees. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are also subject to a Code of Conduct. A copy of the Code of Conduct will be provided upon request.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Applicants must be either U.S. citizens or eligible to work for the United States government.