



Sacramento, California
www.caed.uscourts.gov

How to Apply:

Applicants must provide:

- 1) An introductory cover letter.
- 2) A completed Application for Judicial Branch Federal Employment, form AO-78 (found on the *Careers* page of the court's website).
- 3) A list of at least three professional references.

Materials must be sent to:

CAED-HR@caed.uscourts.gov

Position is OPEN UNTIL FILLED. Materials will be reviewed as they are filed. Please reference "2024-01" in the subject line of email.

In addition to completeness, materials will be reviewed for attention to detail, organization, and overall professionalism of presentation. Incomplete materials will be disqualified from consideration.

The court is accepting applications for an Official Court Reporter position in our Sacramento courthouse. The position offers an excellent opportunity to launch or continue a career in federal service and will appeal to experienced court reporters seeking a work/life balance.

Applicants will find the court offers a professional and friendly work environment with a focus on work life balance. Recurring telework will be available as business needs permit. Materials will be reviewed as they are filed, and candidates of interest will be contacted for more information.

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 and utilize digital sound recording equipment to record all proceedings.
- 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 to judicial officers 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.

Benefits:

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Retirement Coverage
- Flexible Spending Accounts
- Life Insurance
- Paid, on-site parking
- On-site Gym

For more information about
the federal courts visit:

www.USCourts.gov

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 who have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or other organization of recognized standing are highly preferred.

Additional preference will be given to applicants who have also passed the Registered Merit Reporters (RMR) examination.

2024 SALARY RANGE

Salary will be set based on the following:

Level 1: \$102,535 (Must meet minimum experience requirements)

Level 2: \$107,661 (Must qualify for Level 1 and possess Registered Merit Reporter Certification)

Level 3: \$112,789 (Must qualify for Level 1 and possess Realtime Certification –highly preferred)

Level 4: \$117,915 (Must qualify for Level 1 and possess both Registered Merit Reporter Certification AND Realtime Certification – highly preferred)

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. The Judicial Conference of the United States recently approved a significant increase to the maximum per page original and copy transcript fee rates. The increase totaled approximately 10 percent effective October 1, 2023 and another approximately 10 percent will be effective October 1, 2024 (i.e., approximately 20 percent overall). Information about current transcript rates can be found at:

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

In addition, 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>

DISCLOSURES

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Only qualified applicants will be considered for this position and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.
- Court employees serve under "Excepted Appointments" and are considered "at will" employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.
- Court employees are subject to a Code of Conduct. A copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court's website at www.caed.uscourts.gov.
- The selected candidate will be subject to an FBI fingerprint background check. All information provided is subject to verification and background investigation.
- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caed.uscourts.gov.
- If selected for first-time appointment, a one-year initial performance evaluation period (IPEP) must be completed. Failure to successfully complete the IPEP may result in termination of employment.