

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Office of the Clerk of Court
801 W. Superior Avenue
Cleveland, OH 44113-1830

Position: Official Court Reporter
Duty Station: Toledo, Ohio
Salary Range: \$62,563 - \$75,076 (Salary Commensurate with Certification and Experience)
Date: August 23, 2004

OFFICIAL COURT REPORTER, UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO, at TOLEDO. An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, to adhere to all requirements of the *Guide to Judiciary Policies and Procedures* and this Court's Court Reporter Management Plan, and to work as part of a team to serve all of the judges of the court. This position will primarily cover the needs of our judicial officers in Toledo.

Minimum requirements: Must have at least four years of prime court reporting experience as a free lancer or in other courts; be a Registered Reporter by the NCRA or have qualified by testing for listing on the register of professional reporters of the NCRA; and one year experience in realtime reporting.

Realtime Certification: Realtime certification is a requirement for employment as a new official court reporter in the Northern District of Ohio, unless the pool of candidates is too limited by this requirement under which circumstance an exception may be considered by the Court, pursuant to Administrative Order No. 99-14.

Desired: Certificate of Merit by the NCRA.

Information for Applicants: Employees of the U.S. Courts are not classified under civil service but are entitled to the same benefits. These include participation in a retirement system, health and life insurance programs, ten paid holidays per year, and generous leave benefits. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, employees of the court are considered "excepted service" employees. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. This position is subject to mandatory direct deposit. The U.S. Courts require employees to adhere to a Code of Conduct which is available to applicants for review upon request. Only candidates selected for an interview will be contacted.

Base salary of \$62,563 annually for Level I Reporter having 4 years of prime court reporting experience in free lance field or other court and possess a RPR (Registry of Professional Reporters) or equivalent qualifying exam; \$65,692 for Level II Reporter possessing all requirements of Level I, plus a Certificate of Merit or longevity; \$68,819 for Level III Reporter, possessing all requirements of Level I, plus realtime certification, or longevity and merit certification; \$71,947 for Level IV Reporter, possessing all requirements of Level I, plus realtime certification and longevity, or realtime certification and merit certification, and \$75,076 for Level V reporter possessing realtime and merit certifications and longevity, plus transcription fees at a page rate established by the Judicial Conference. Longevity is obtained with 10 years experience in a Federal Court which may include time spent in a federal court as a contract or per diem reporter.

Application Instructions: Qualified applicants may submit application form AO78, available at the court's web site: <http://www.ohnd.uscourts.gov>, photocopy of certificate of proficiency(s), and a list of references to U.S. District Court, Northern District of Ohio; 801 W. Superior Avenue, Cleveland, OH 44113; Attention Personnel Department; 04-CR-03. References must include the name and phone number of at least one person from each of the following categories who are familiar with the candidate's work: judicial officer, court administrator/clerk/supervisor, and attorney. Final candidate may be subject to a background investigation. The U.S. District Court is not authorized to reimburse travel expenses for interviews or relocation.

An Equal Opportunity Employer