



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO VACANCY ANNOUNCEMENT 16-21

**POSITION TITLE:** Official Court Reporter

**NUMBER OF POSITIONS:** Up to two (2) positions may be filled from this announcement.

**DUTY STATION:** Cleveland, Ohio

**POSITION TYPE:** Full-time permanent

**WHO MAY APPLY:** All qualified applicants

**OPENING DATE:** December 2, 2016

**CLOSING DATE:** Open until filled. First consideration given to applications received by December 20, 2016.

**SALARY RANGE:** \$78,723 - \$94,467 – Current reporters hired before October 11, 2009  
\$78,723 - \$90,531 – Reporters hired on or after October 11, 2009

### POSITION OVERVIEW

The U.S. District Court for the Northern District of Ohio is seeking qualified applicants for an Official Court Reporter. Court reporters perform court reporting services for any judicial proceeding as required. The position requires the ability to report verbatim testimony of courtroom proceedings, to read back all or any portions of the court record, 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 Policy 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 Cleveland. Travel between divisional offices in Akron, Toledo and Youngstown may be required based on the needs of the Court.

### MINIMUM QUALIFICATIONS

Applicants must have at least four (4) years of prime court reporting experience in the freelance field of service or in other courts, or a combination of the two. Successful applicants must also have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Realtime certification is a requirement for employment as a 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.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants who possess Registered Merit Reporter and/or Registered Diplomate Reporter certification from the NCRA.

### CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

## **INFORMATION FOR APPLICANTS**

Applicants selected for interviews must travel at their own expense and relocation expenses will not be provided. Promotions are subject to approval of the Court. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. Pursuant to Judicial Conference policy, all initial appointments shall be on a probationary basis for a period of one year. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)

## **BENEFITS**

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Telework • Fitness center

## **HOW TO APPLY**

Submit the following documents to the address below: (1) a cover letter that should include a narrative statement of your background as it relates to the qualifications requested; (2) a current resume, (3) a list of two professional references, (4) a completed form AO78 (Federal Judicial Branch Application for Employment), available at the court's web site [www.ohnd.uscourts.gov/home/careers-in-the-court/](http://www.ohnd.uscourts.gov/home/careers-in-the-court/) and; (5) a copy of all court reporter certifications.

Applications may also be e-mailed to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov). If you email the application documents, they must be sent as a single .pdf document Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court  
Carl B. Stokes U.S. Court House  
Attn: Human Resources #16-21  
801 West Superior Avenue, Suite 1-115  
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.