



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement

POSITION:	Official Court Reporter
ANNOUNCEMENT No.:	10-01
LOCATION:	Cleveland, Ohio
SALARY RANGE:	\$76,285 - \$87,728
OPENING DATE:	June 18, 2010
CLOSING DATE:	Open until filled - Applications preferred by July 2, 2010

POSITION OVERVIEW:

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 Cleveland.

QUALIFICATIONS:

Minimum requirements: Must have at least four years of prime court reporting experience as a free lancer or in other courts; be a Registered Professional Reporter by the National Court Reporters Association (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.

SALARY:

- **\$72,285** for Level 1 reporter having 4 years of prime court reporting experience in free lance field or other court and possess a Registered Professional Reporter or equivalent qualifying exam;
- **\$80,100** for Level 2 reporter possessing all requirements of Level I, plus merit certification;
- **\$83,914** for Level 3 reporter possessing all requirements of Level I, plus realtime certification;
- **\$87,728** for Level 4 reporter possessing all requirements of Level I, plus realtime certification and merit certification; and
- Transcription fees at a page rate established by the Judicial Conference.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a background investigation and fingerprinting, and are subject to a probation period. All appointments are subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS:

Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

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. If you are not notified, another applicant was selected. **No phone calls please.**

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.

BENEFITS:

Employees of the U.S. Courts are not classified under the civil service, however, they are entitled to the same benefits as other Federal employees. These include:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:

To apply, submit a cover letter, resume, two professional references, photocopy of Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, Certified Realtime Reporter Certificate, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below. 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. Applications may also be e-mailed to apply@ohnd.uscourts.gov. E-mailed documents must be in WordPerfect, Word or PDF format. Use only one method of application. No faxes please. **Incomplete submissions will not be considered.**

United States District Court,
Carl B. Stokes U.S. Court House
Attn: Human Resources Department 10-01
801 West Superior Avenue
Cleveland, OH 44113-1830
E-mail: apply@ohnd.uscourts.gov

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.