

U.S. District Court  
Northern District of Ohio  
Career Opportunity  
VA #20-31



## Official Court Reporter

**Location:** Cleveland, Ohio

**Position Type:** Full-time permanent

**Area of Consideration:** All qualified applicants

**Salary range:** \$85,253 - \$102,303

**Posted:** December 16, 2020

**Closes:** Opened until filled – first consideration will be given to applications received by January 15, 2021.

### **POSITION SUMMARY:**

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 will be required based on the needs of the Court.

### **SALARY RANGE:**

Level 1: \$85,253 (starting salary) plus transcript fees

Level 2: \$89,516 (starting salary + 5%) plus transcript fees (Requires merit certification)

Level 3: \$93,776 (starting salary + 10%) plus transcript fees (Requires realtime certification)

Level 4: \$98,041 (starting salary + 15%) plus transcript fees (Requires realtime certification **and** merit certification)

Reporters hired before October 11, 2009 – Level 5: \$102,303 (starting salary + 20%) plus transcript fees (Requires realtime certification, and longevity and merit certification)

Merit Certification: Registered Merit Reporter from the National Court Reporters Association (NCRA).

Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

Longevity: Ten years of service in the federal courts.

### **QUALIFICATIONS:** (Qualifications must be met at the time of application)

#### **Minimum qualifications include:**

- 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.
- Must 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 with circumstances an exception may be considered by the Court, pursuant to Administrative Order No. 99-14

**Preferred qualifications include:**

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

**BENEFITS:**

Employees of the U.S. 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 (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Fitness center
- Transit subsidy

**HOW TO APPLY:**

Email the following documents IN A SINGLE PDF document to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov). **ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Subject of Email should read: **Vacancy 20-31 Court Reporter**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- A copy of all court reporter certifications.
- Completed Employment application (AO78) found at this link:  
<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on January 15, 2021.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.