



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401 (k) styled investment program with up to 5% match
- Transit subsidy
- Telework opportunities

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

VA 21-36

## Official Court Reporter

**LOCATION:** Toledo, Ohio

**SALARY RANGE:** \$82,635 - \$99,163

**STATUS:** Full-time permanent

**WHO MAY APPLY:** All qualified applicants

**POSTED:** August 31, 2021

**CLOSING DATE:** Open Until Filled. First consideration will be given to applicant packets received by October 1, 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 the judges of the court. This position will primarily cover the needs of our judicial officers in Toledo. Travel between divisional offices in Akron, Cleveland and Youngstown will be required based on the needs of the Court.

**SALARY RANGE:**

Level 1: \$82,635 (starting salary) plus transcript fees

Level 2: \$86,767 (starting salary + 5%) plus transcript fees (Requires merit certification)

Level 3: \$90,899 (starting salary + 10%) plus transcript fees (Requires realtime certification)

Level 4: \$95,030 (starting salary + 15%) plus transcript fees (Requires realtime certification **and** merit certification)

Reporters hired before October 11, 2009 – Level 5: \$99,163 (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.

## Official Court Reporter (VA 21-36)

How to Apply: Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Subject of email should read VA 21-36 Court Reporter
- Cover letter
- Resume
- Three professional references with contact information
- A copy of all court reporter certifications
- Application for Federal Judicial Employment found at:

<https://www.ohnd.uscourts.gov/careers>

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

### Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Completion of FBI background check with law enforcement agencies including fingerprint, criminal, and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.

### **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 (RPR) 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 Diplomate Reporter certification from the NCRA.

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.

Starting salary commensurate with work experience, education, prior/present day pay history and previous federal court experience.