

Career Opportunity Official Court Reporter Up to Three Positions Available

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

Applications are being accepted for the position of Official Court Reporter in the United States District Court for the Eastern District of Michigan. It is anticipated that positions may become available in both the Detroit and Flint courts, however some travel to divisional offices in Ann Arbor, Bay City, Flint and Port Huron may be required, regardless of duty station location.

SALARY:

Level 1: Starting salary (\$78,248)

Level 2: Starting salary plus 5% (\$82,160) - requires merit certification

Level 3: Starting salary plus 10% (\$86,073) - requires realtime certification

Level 4: Starting salary plus 15% (\$89,985) - requires realtime certification and merit certification

- Merit certification = registered merit reporter certificate from the National Court Reporters Association (NCRA)
- Realtime certification = successful completion of a certified realtime examination by NCRA or equivalent exam

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

An official court reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. The position has dual reporting lines to the Courtroom Services Supervisor and the assigned judge. The successful candidate must possess excellent organizational skills to permit the production of transcript within strict time limitations, work well under pressure, be willing to work as part of a team of reporters under the direction of the Courtroom Services Supervisor in fulfilling the needs of all judicial officers of the court and possess excellent communication skills. In addition, the candidate must possess tact, judgment, poise, initiative, and maintain a professional appearance at all times.

QUALIFICATIONS

An applicant for appointment as an official court reporter in a United States District Court must possess as a minimum requirement at least four years of prime court reporting experience in a court, or in the free-lance field of service, or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or passed an equivalent qualifying examination.

Realtime court reporting proficiency and/or certification is required (certification is preferred). Special consideration would be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA.

OTHER REQUIREMENTS

Because reporters are called upon to serve all judicial officers, CAT software must be compatible with Bridge/Lawbridge and CaseView viewer/annotation programs. Incumbent is responsible for purchasing office supplies, telephone service, office equipment including computer hardware and software, postage and delivery charges. Certified realtime reporters must provide wiring and data communications connections needed to provide realtime services to parties requesting realtime services. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number), resume, proof of certifications **and completed application** (located on the Court website) to the address at the left by the close of business on Friday, November 20, 2009. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

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 Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

*Announcement
Number: 09-09*

*Date Posted: October 21,
2009*

*Closing Date:
November 20, 2009*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

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Reporter Position