

# Employment Opportunity

## Temporary Official Court Reporter

Salary Range: \$84,065-\$96,674 (depending upon qualifications)

*Announcement  
Number: 17-10*

*Posted: June 9, 2017*

*Closes: July 10, 2017*

*Location: Detroit,  
Michigan*



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: Temp Court  
Reporter

**A ONE YEAR AND ONE DAY TEMPORARY EMPLOYMENT OPPORTUNITY WITH THE POSSIBILITY OF EXTENSIONS-OPEN TO ALL QUALIFIED CANDIDATES.**

### **POSITION SUMMARY**

Applications are being accepted for the position of Temporary Official Court Reporter in the United States District Court for the Eastern District of Michigan. The position reports directly to the Court Reporter Supervisor. The duty station location for this position is in Detroit, however, travel to divisional offices in Ann Arbor, Flint, Bay City and Port Huron may be required. 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.

### **SALARY:**

**Level 1:** Starting salary (\$84,065)

**Level 2:** Starting salary plus 5% (\$88,268) - requires merit certification

**Level 3:** Starting salary plus 10% (\$92,472) - requires realtime certification

**Level 4:** Starting salary plus 15% (\$96,674) - 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

### **BENEFIT HIGHLIGHTS**

Group Health, Dental, Vision and Life Insurance, Defined Benefit Pension Plan, Defined Contribution Plan (TSP) with Employer Match, On-Site Fitness Center, Generous Paid Time Off program, 10 Paid Holidays, Long-Term Care Insurance, Health and Dependent Flexible Spending Accounts and Commuter Benefit Program.

### **QUALIFICATIONS**

Qualifications must be met at the time of application.

The successful candidate must possess excellent organizational skills to permit the production of transcripts within strict time limitations, work well under pressure, possess excellent communication skills, and be willing to work as part of a team of reporters under the direction of the Court Reporter Supervisor in fulfilling the needs of all judicial officers of the court. In addition, the candidate must possess tact, judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

**Required:** An applicant for appointment as a Temporary 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 freelance 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 is required.

**Preferred:** Realtime certification preferred. Special consideration will be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA.

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### **OTHER REQUIREMENTS**

Because court reporters are called upon to serve all judicial officers, CAT software must be compatible with Bridge/Lawbridge and CaseView viewer/annotation programs, and with Windows 7 or higher. The employee is responsible for purchasing office supplies, office equipment including computer hardware and software, postage and delivery charges. Certified realtime court 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 the following single-sided documents **ONLY**: a cover letter (include announcement number), resume (**include entire professional work history**) and completed application (download from the Court website) to the address at the left by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

#### **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.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*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.*