



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

OFFICIAL COURT REPORTER

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
22-16

Posting Date:
March 10, 2022

Closing Date:
April 3, 2022

Duty Station:
Detroit, MI

Salary Range:
\$93,128—\$107,097

**Number of Positions
Available:**
1

Position Open to:
All qualified applicants

The Mission of the Clerk's Office:

The mission of the Clerk's Office is to assist the Court in the timely disposition of all case matters by providing support services to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court, and to maintain all jury-related operations of the Court in a manner that renders efficient, effective, and courteous service to the general public, jurors, judges, judicial staff members, the federal bar, other federal and state courts, litigants, and other governmental agencies.

The Eastern District of Michigan covers 34 counties within the eastern half of the lower peninsula with courthouses in Ann Arbor, Bay City, Detroit, Flint, and Port Huron.

The Clerk's Office currently serves 14 active judges, 7 senior judges, and 7 full-time magistrate judges.

How a Court Reporter Supports the Mission:

This position is located in the Court Operations Unit of the Clerk's Office, reporting directly to the Court Reporter Supervisor. The employee 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. Travel to the divisional offices may be required.

Salary:

Level 1: \$93,128

Level 2: \$97,785—requires merit certification

Level 3: \$102,441—requires Realtime certification

Level 4: \$107,097—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

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 offices of the court. In addition, the candidate must possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

Required:

- Applicants must possess at least four years of prime court reporting experience in a court, in the freelance field of service, or a combination thereof
- Applicants must 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.



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Qualifications Continued:

Preferred:

- Realtime certification preferred
- Special consideration will be extended to Registered Professional Reporters and reporters who possess a certificate of merit from the NCRA.

Other Requirements:

Because court reporters are called upon to serve all judicial officers, CAT software must be compatible with Bridge and CaseView viewer/annotation programs, and with Windows 10. The employee is responsible for purchasing office supplies, office equipment (including computer hardware and software), and postage and delivery charges. Certified Realtime court reporters must provide the necessary connections needed 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**: cover letter (include announcement number), resume, copy of applicable court reporting certificate(s), **and completed application Form AO-78 (include entire professional work history, adding additional pages if necessary)** to “apply@mied.uscourts.gov” by the closing date. E-mailed submission is preferred. E-mailed documents must be in 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 applications must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

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|--|---|
| Telework | Flexible/Alternate Work Schedules |
| Modern, On-site Fitness Center | On-site Federal Occupational Nurse |
| Public Transit Subsidy Reimbursement Program | Time Off with Pay for Approved Volunteer Activities |
- Close proximity to all downtown sporting venues, restaurants, theaters, museums, and the Detroit River Walk

**when/where available*

National Benefits:

- | | |
|---------------------------------|---|
| Generous Paid Time Off Program | Eleven Paid Holidays |
| Public Service Loan Forgiveness | Group Health, Dental, Vision and Life Insurance |
| Defined Benefit Pension Plan | Defined Contribution Plan (TSP) with Employer Match |
| Long-Term Care Insurance | Health and Dependent Flexible Spending Accounts |
| Commuter Benefit Program | Employee Assistance Program |
| Work Life Services | Virtual Judiciary Online University |

An Equal Opportunity Employer

All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

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.