UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA
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★ ★ **JOB OPPORTUNITY NUMBER: FY 16-006**

POSITION: **Official Court Reporter**

LOCATION: **Alexandria, Virginia**

Opening Date: June 21, 2016

Closing Date: July 15, 2016
Applications received by July 8th will receive first consideration.

CLASSIFICATION LEVEL/SALARY RANGE:

Level 1: $82,637
Level 2: $86,768
Level 3: $90,901
Level 4: $95,032

POSITION OVERVIEW

This position is a full-time, salaried position. The Official Court Reporter is assigned to the Court and reports both to the Division Manager and to the Judge to whom the reporter is assigned. Court Reporters are employed by the Court en banc and serve at the pleasure of the Court. The Court Reporter's duties and conditions of employment are primarily determined by 28 U.S.C. Section 753, the Judicial Conference of the United States, and the Court.

DUTIES AND RESPONSIBILITIES

Official Court Reporters attend and record verbatim court sessions or other proceedings as specified by statute, rule, or order of Court. All proceedings must be reported using electronic machine shorthand equipment that produces paper and/or electronically stored notes that are capable of translation and of being printed by computer-assisted transcription equipment.

Fees for transcripts sold to private parties are established by the Judicial Conference. These fees are kept by the Official Court Reporters. Copies of all transcripts are required to be filed with the Clerk. Transcripts requested by the Court must be furnished without charge. Official Court Reporters are responsible for purchasing office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.

Court Reporters are responsible for following the policies and administrative procedures contained in the Guide to Judiciary Policies, Volume VI; and the Court Reporter Management Plan for the United States District Court for the Eastern District of Virginia**.**

QUALIFICATIONS

LEVEL 1: To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam.

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:

LEVEL 2: Must possess a Registered Merit Reporter Certificate from the NCRA or NVRA, or have successfully passed an equivalent exam.

LEVEL 3: Must have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam. Realtime certification is a preferred qualification.

LEVEL 4: Must (1) possess a Registered Merit Reporter Certificate from the NCRA or NVRA, or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

EDUCATION & CERTIFICATIONS
High school graduation or equivalent required. Graduation from Accredited Court Reporting School or Program a is required.

BENEFITS
A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Optional participation in the Transit Subsidy Program

CONDITIONS OF EMPLOYMENT
Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employee will be hired provisionally pending the results of a full background check.

Employees of the United States District Court are **Excepted Service Appointments.** Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Employment page of our website), and references. Application packages must also include copies of all applicable certifications.

To ensure consideration, applications must be received by July 8, 2016. Incomplete application packages will not be considered. Submit electronically to Jobs@vaed.uscourts.gov Hard copies and faxed copies will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer