

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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★ JOB OPPORTUNITY NUMBER: FY 21-019

POSITION: Official Court Reporter

LOCATION: Alexandria, Virginia

Opening Date: March 17, 2021

Closing Date: Open until filled

CLASSIFICATION LEVEL/SALARY RANGE:

Level 1: \$92,990

Level 2: \$97,639

Level 3: \$102,290

Level 4: \$106,939

### POSITION OVERVIEW

The Official Court Reporter is assigned to the Court and reports both to the Operations 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.

**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.

**Applicants who are able to perform realtime and/or have realtime certification are preferred.**

### **EDUCATION & CERTIFICATIONS**

High school graduation or equivalent required. Graduation from Accredited Court Reporting School or Program is required.

### **BENEFITS**

A generous benefits package is available and includes paid annual and sick leave, paid holidays, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (e.g., health, dental, vision, life, disability, and long-term care). Health Insurance is available with the same coverage as full-time positions; however part-time employees pay a greater percentage of the premium as the Government's share is prorated.

### **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 four (5) items:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references;
- 4) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#); and
- 5) copies of all applicable certifications.

Submit electronically to [Jobbox2@vaed.uscourts.gov](mailto:Jobbox2@vaed.uscourts.gov) 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**