

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA



VACANCY ANNOUNCEMENT

Position Title:	Court Reporter
Location:	Lake Charles Division
Closing Date:	June 10, 2013 at 3:00 p.m.
Starting Salary/Range:	\$73,380 - \$84,387 (CR Level 1 - Level 4) <i>(depending on certifications)</i>

POSITION OVERVIEW

The United States District Court for the Western District of Louisiana is accepting applications for a full-time Court Reporter. This position is located in the Lake Charles Division of the Western District of Louisiana. Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court.

REPRESENTATIVE DUTIES

Attending and recording verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. Ability to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court. Knowledge, skill and ability to produce accurate, simultaneous realtime transcription utilizing computer-aided translation. Familiarity with and adherence to all requirements of the Court Reporter Management Plan for the district. Determine billing and formats which comply with the Judicial Conference requirements. Delivering and/or mailing official transcripts prepared. Certifying and filing with the Clerk of Court original records and a copy of transcripts prepared. Maintain accurate and legible records which are subject to audits. Preparation and filing of all reports required by the Administrative Office. Responding timely to official correspondence. Compliance with all administrative duties assigned by his or her manager and the court. Responsible for providing and maintaining his or her own court compatible equipment. Travel will be required to cover court proceedings at other divisional offices within the district. Perform other duties as assigned.

QUALIFICATIONS

Required minimum qualifications for level 1: Candidate must possess at least four years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof; must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

For pay levels above level 1, the candidate must meet the qualifications for level 1 **and** the following:

Level 2 - Must possess a Registered Merit Reporter Certificate from the NCRA.

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 and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or equivalent exam.

Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

APPLICATION REQUIREMENTS

Qualified applicants should submit **complete** applicant's package which includes: a letter of interest, a current/detailed resume which includes three professional references, a completed Application for Judicial Branch Employment (Form AO-78), and copies of all certifications received. Applicant's packages must be emailed no later than Friday, June 10, 2013 at 3:00 p.m. to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website at www.lawd.uscourts.gov. If you fail to provide all of these documents, your application package will be considered incomplete and will not be considered any further. Please email your complete package to: lawd_applications@lawd.uscourts.gov. Attachments must be saved as **one** PDF file. Multiple attachments WILL NOT BE accepted.

The court cannot reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified.

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

10 paid federal holidays	Thrift Savings Plan (401K style)
Paid annual and sick leave	Life insurance
Retirement benefits under (FERS)	Long-term disability insurance
Medical, dental and vision insurance	Long-term care insurance
Health and dependant care reimbursement programs	

**** 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 updates
Retention depends upon a favorable suitability determination
All appointments also subject to mandatory electronic funds transfer***