

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position Title:	Court Reporter
Location:	Lafayette, Louisiana
Closing Date:	February 4, 2015
Starting Salary/Range:	\$74,114 - \$85,231 (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 Lafayette 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.

CONDITIONS OF EMPLOYMENT

The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

Applicants must be a U.S. citizen or permanently eligible to work in the United States.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All U.S. District Court employees are "at will" employees and serve at the pleasure of the Court.

The court cannot reimburse candidates for interview travel or relocation expenses.

The Court will only communicate with those qualified applicants who will be invited for an interview.
Please do not call our office.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

PROCEDURE FOR APPLYING

Qualified applicants should submit **complete** applicant's package which includes: (1) a letter of interest, (2) a current resume which includes three professional references, (3) a completed Application for Judicial Branch Employment (Form AO-78), and (4) copies of all certifications received. Applicant's packages must be received no later than February 4, 2015 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) can 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 **or** mail your complete package to: lawd_applications@lawd.uscourts.gov or U.S. District Court, Attn: Personnel, 800 Lafayette Street, Suite 2100, Lafayette, La 70501. Attachments must be saved and submitted as **one** (1) **PDF file**. Multiple attachments WILL NOT BE accepted.

BENEFITS

Paid Federal Holidays

Paid Annual and Sick Leave

Health, Dental & Vision Coverage (optional)

Life Insurance (optional)

Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)

Participation in Federal Employees Retirement System (FERS)

Health and Dependent Reimbursement Program (optional)

Long-Term Care Insurance (optional)

Disability Insurance (optional)