



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Official Court Reporter
Full-Time Position

VACANCY NUMBER: 23-02E

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: \$92,465 - \$106,335 Court Reporters' Rates of Pay (*see below*)

POSTING DATE: November 2, 2022

CLOSING DATE: Open Until Filled

POSITION OVERVIEW

The Eastern District of Pennsylvania is seeking qualified applicants for the position of a full-time, permanent Official Court Reporter. The position is located in the Clerk's Office of the U.S. District Court in Philadelphia. Occasional travel within the district may be required. Reports to the Assistant Court Services Manager.

REPRESENTATIVE DUTIES

- An Official Court Reporter will be assigned to cover court proceedings as assigned for active and senior district judges and magistrate judges.
- Attending and recording verbatim all proceedings as directed by the court; reading back all or any portion of the court record; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; covering other courts as needed.
- Incumbents will provide transcripts within the time and cost limitations set by the Judicial Conference; and will concurrently electronically file with the Clerk of Court a copy of all transcripts prepared.
- Must work well under pressure, including extended court and transcription production hours within strict time limitations.
- Work as part of a team of reporters for the judges of the Eastern District of Pennsylvania.
- May be required to work outside normal business hours depending on the court schedule.

- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

Only applicants meeting the following qualification requirements will be considered:

- Four (4) years of prime stenographic court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g. depositions, adversary proceedings before a presiding official, grand jury proceedings);
- Successful completion of the Registered Professional Reporter (RPR) exam of the National Court Reporters Association (NCRA) or United States Court Reporters Association (USCRA);
- Skilled in the use of computer-aided transcription equipment (CAT);
- Possess and provide all necessary personal equipment and software, and keep said tools up-to-date with changing technology.

PREFERRED QUALIFICATIONS

- Realtime certification is preferred, however candidates who can provide realtime and are actively working towards certification will also be considered.
- Special consideration will be extended to reporters who possess a Certificate of Merit from the NCRA or USCRA.

SALARY AND MINIMUM QUALIFICATIONS

Salary Pay Rate Level 1 (\$92,465): 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 four (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 United States Court Reporters Association (USCRA) exam.

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

Salary Pay Rate Level 2 (\$97,089): Must possess a Registered Merit Reporter Certificate from the NCRA or USCRA.

Salary Pay Rate Level 3 (\$101,712): Must have successfully completed the certified realtime reporter exam offered by the NCRA or USCRA, or an equivalent exam.

Salary Pay Rate Level 4 (\$106,335): Must (1) possess a Registered Merit Reporter Certificate from the NCRA or USCRA, or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA or USCRA, or an equivalent exam.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants

must be U.S. citizens. The United States District Court for the Eastern District of Pennsylvania is an Equal Opportunity Employer.

BENEFITS

Employees of the Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) copy of NCRA Realtime Certificate or USCRA Realtime Certificate, (5) copy of Merit Certificate (if applying for Salary Pay Rate Level 4), (6) AO-78 Federal Judicial Branch Application for Employment, and (7) AO-78B Voluntary Race/Ethnicity, Gender, & Disability Identification form (both found on www.uscourts.gov).

Completed applications in a single pdf should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, "**Official Court Reporter Vacancy #23-02E**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.