

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
VACANCY ANNOUNCEMENT**



DATE: September 29, 2004

POSITION: Official Court Reporter

LOCATION: United States Courthouse,
225 Cadman Plaza East
Brooklyn, NY

CLASS LEVEL: To CR Level 5

SALARY RANGE: \$67,296 - \$80,756 (plus transcript fees)

CLOSING DATE: **Open Until Filled**

VACANCY NO.: 04-06

DUTIES AND RESPONSIBILITIES: An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as part of a team of reporters for the judges of the U.S. District Court.

Official Court Reporters report directly to the Clerk of Court and Chief Deputy. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

REQUIRED MINIMUM QUALIFICATIONS:

Current CSR and/or RPR Certificate, at least four years of prime stenographic CAT court reporting experience in the freelance field of service or in other courts or a combination thereof; Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Realtime certification preferred.

SPECIALIZED EXPERIENCE: Court Reporters are grouped for salary purposes, as follows:

Level I - Must possess four (4) years of court reporting experience in the freelance field of service/in other courts or a combination thereof; and be a Registered Professional Reporter.

Level II - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

Level III - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; and be a Registered Merit Reporter.

Level IV - Must be either a Realtime Certified Reporter with ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.

Level V - Must be a Realtime Certified Reporter, have ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement and be a Registered Merit Reporter.

Salary Levels:

Level I: \$67,296

Level II: \$70,661

Level III: \$74,025

Level IV: \$77,391

Level V: \$80,756

Interested applicants should submit a cover letter, current resume, and a photocopy of the certificate of proficiency to:

**U.S. District Court,
Eastern District of New York
225 Cadman Plaza East,
Brooklyn, NY 11201**

Attn: PERSONNEL OFFICE, Room 114

***THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF NEW YORK IS
AN EQUAL OPPORTUNITY EMPLOYER.***