

VACANCY ANNOUNCEMENT (VA 22-08)



United States District Court - Middle District of PA

OFFICIAL COURT REPORTER
Part-Time – 24 hours/week (3 days/week)
Harrisburg, Pennsylvania

SALARY: CR 1 (\$51,524) – CR 4 (\$59,252)

Salary is based on qualifications, certifications and experience. The salary range listed above is calculated based on the hourly rate for a part-time employee (24 hours/week).

The equivalent rates for a full-time employee are \$85,874 - \$98,754.

Opening Date: November 15, 2022 - Closing Date: November 29, 2022

POSITION OVERVIEW:

The United States District Court for the Middle District of Pennsylvania is seeking qualified applicants for the position of part-time (24 hours/week – 3 days/week) Official Court Reporter. The position is based in Harrisburg, Pennsylvania, and reports to the Clerk of Court. Occasional travel to the other divisional offices (Scranton, Wilkes-Barre and Williamsport), is required.

REPRESENTATIVE DUTIES:

An Official Court Reporter attends and performs verbatim reporting services for all types of court proceedings, as specified by statute, rule or order of the court; produces transcripts, upon request of a party or order of the court, within established timeframes and cost limitations in accordance with regulations set by the Judicial Conference; and files electronic copies of transcripts with the Clerk of Court. Official Court Reporters are guided by and responsible for adhering to the policies and administrative procedures contained in the Court Reporter Management Plan of the Middle District of Pennsylvania, applicable sections of the *Guide to Judiciary Policy*, and policies of the Clerk's Office.

Official Court Reporters must maintain accurate and legible records of time, attendance, transcript production and earnings, which are subject to audit. The position also involves completing recordkeeping forms, documenting information contained in reports, as well as maintaining and safeguarding records until their disposition, according to the statutory requirements and Judicial Conference Policy. Additional duties include performing administrative tasks, such as billing for transcripts, preparing and filing of required Administrative Office reports, responding to official correspondence and telephone calls, and completing financial and other forms.

QUALIFICATIONS:

The successful candidate must have at least four (4) years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof. Applicants must have qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Realtime certification is highly preferred.

QUALIFICATIONS (cont'd):

The Court may, at its discretion, require the successful applicant who is not “realtime certified” at the time of appointment to gain such certification within one year of employment, dependent on the business necessity of the Court. However, realtime services are required to be provided to the Court even without the certification.

Official Court Reporters must possess the knowledge, skills and abilities to produce accurate transcripts using computer-aided transcription (CAT) equipment. Official Court Reporters must provide wire and data communications connections in order to perform realtime functions. In addition, they are responsible for purchasing all office supplies, stenographic equipment, including computer hardware and software, telephone service, postage and delivery charges.

The successful candidate must possess excellent organizational skills; demonstrate initiative, good judgment and poise; effectively communicate, both orally and in writing; excellent typing and proofreading skills; balance demands of varying workloads, responsibilities and deadlines; and maintain a professional appearance and demeanor. Additionally, the candidate must work well under pressure, maintain confidentiality, produce accurate transcripts within strict time limits, and work harmoniously as part of a team of Court Reporters for all Judges of the District Court.

COURT PREFERRED QUALIFICATIONS:

Additional qualifications, experience and skills preferred, but not required, include:

- Realtime Certification and prior realtime court reporting experience; and
- Familiarity with accepted methods of reporting courtroom proceedings and considerable knowledge of courtroom procedures, legal terminology, laws, regulations and orders pertaining to the duties of an Official Court Reporter; and

BENEFITS:

This is a part-time position, with an appointment term of more than one year and one day, which is eligible for the Federal Judiciary’s comprehensive benefits package. The benefits include paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan (matching, Traditional (tax-deferred) and/or Roth Thrift Savings Plan), flexible spending accounts for health and dependent care, long-term care insurance, parking subsidy program, transportation subsidy program and paid Federal holidays per calendar year. The costs associated with some benefits may differ for part-time employees. Other components of pay and leave may also be affected by part-time employment status. Additional information about the Federal Judiciary’s benefits can be found at www.uscourts.gov/careers/benefits.

CLASSIFICATION LEVEL AND STARTING SALARY:

The salary range for the position is CR 1 (\$51,524) to CR 4 (\$59,252), commensurate with qualifications, certifications and experience. The salary range listed below is calculated based on the hourly rate for a part-time employee (24 hours/week). The equivalent rates for a full-time employee are \$85,874 - \$98,754.

Level 1 - \$51,524 - Requires minimum experience requirements and Registered Professional Reporter Certification (RPR)

Level 2 - \$54,100 - Requires Registered Merit Reporter Certification (RMR)

Level 3 - \$56,676 - Requires Realtime Certification (CRR)

Level 4 - \$59,252 - Requires Realtime Certification and Registered Merit Reporter Certification (CRR and RMR)

Transcript fees received from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must be a United States citizen or eligible to work in the United States;
- The successful candidate is hired provisionally, pending the results of the required FBI Background Check (fingerprint check) and favorable employment suitability determination;
- The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case-by-case basis;
- Travel for the interview and/or relocation expenses are not authorized for reimbursement;
- This position may require working beyond normal business hours (8:30 a.m. to 5:00 p.m.) to meet the demands of the Court;
- Employees are required to use electronic fund transfer (EFT)/direct deposit for biweekly salary payments; and
- Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at.

TO APPLY:

Applicants are invited to electronically submit a letter of interest; resume (including education information, employment experience and salary history); contact information for three (3) professional references; copies of certificates held; and a completed AO 78, Application for Judicial Branch Federal Employment, which may be downloaded from the Court's web site at www.pamd.uscourts.gov. **All documents are to be forwarded as one pdf file via email to: hr_PAMD@pamd.uscourts.gov.**

Please include in the subject line: OFFICIAL COURT REPORTER (VA 22-08)

Closing date for applications is November 29, 2022 (close of business).

The United States District Court is an Equal Opportunity Employer.

This Vacancy Announcement may be used to fill more than one position, if another position becomes vacant within a reasonable timeframe of this announcement.

All information provided by an applicant is subject to verification. Applicants are advised that false statement or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court reserves the right to modify the conditions of this Vacancy Announcement, to withdraw the Vacancy Announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted. Employees of the United States District Court serve under excepted appointments and are considered "at will" and can be terminated with or without cause at any time.