

## POSITION TITLE: OFFICIAL COURT REPORTER

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**Court Name** United States District Court  
District of South Carolina

**City** Columbia

**State** South Carolina

**Court Website** <http://www.scd.uscourts.gov>

**Permanent Position** Yes

**Salary Minimum** \$73,380

**Salary Maximum** \$84,387

**Open Until Filled** Yes

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### POSITION DESCRIPTION

The United States District Court for the District of South Carolina has an opening for an official court reporter in Columbia. The duty station is Columbia, but some travel within the district among four divisions is required. Reporters are appointed by and serve at the pleasure of the court. The position is available immediately.

### DUTIES

The court reporter performs court reporting services for judicial proceedings as required.

The position requires the ability to record verbatim testimony of court proceedings, to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations.

Official court reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the District of South Carolina's Court Reporter Management Plan which can be viewed here:

<http://www.scd.uscourts.gov/DOCS/CourtReporter1>.

Official court reporters in the United States District Court shall possess the following minimum qualifications:

## **MINIMUM QUALIFICATIONS**

- Have at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof;
- Have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association or passed an equivalent qualifying examination; and
- Skilled in the use of Computer Aided Transcription (CAT) which is required to be utilized as an official reporter.

## **PREFERRED QUALIFICATIONS**

- Five years of paid employment as a full-time reporter in a court of record
- Holder of a Certificate of Merit from the National Shorthand Reporters Association
- Realtime reporting certification and experience

## **SALARY**

The appointee shall receive the salary for court reporters set by the Judicial Conference plus authorized transcript fees.

All salary rates are subject to be adjusted whenever there is a statutory increase for judiciary employees.

## **BENEFITS**

Employees of the United States District Court are “Excepted Appointments” and are considered “At Will” judicial employees. Federal Government Civil Service classifications or regulations do not apply. Court employees enjoy the same benefits as other federal government employees such as:

- Accrue paid vacation and sick leave days based on length of service (5 U.S.C. § 6301 et seq.)

- Ten paid holidays per year
- Participation in pre-tax (health, dental, and vision insurance programs; group life insurance, long-term care insurance, and pre-tax flexible spending accounts)
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matches up to five percent of employee contribution)

### **HOW TO APPLY**

Submit a resumé, work references, and cover letter detailing how your qualifications meet the job requirements. Resumés must be received in our office by **May 7, 2010**. Submit to United States District Court; Attention Personnel Manager; 901 Richland Street; Columbia SC 29201. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. This position is subject to mandatory electronic funds transfer (EFT) participation for payment of net pay. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

Qualified applicants will be invited for interview. Court funds are not available to defray interview expenses. Compliance with the Code of Conduct for Judiciary Employees is a component of any bona fide offer of employment.

### **AN EQUAL OPPORTUNITY EMPLOYER**