

VACANCY ANNOUNCEMENT

Position: Official Court Reporter (Certified Realtime Reporter)
Location: Greenville, South Carolina
Salary: \$80,718 - \$84,387 (Levels 3-4)
Opened: July 3, 2013
Closes: July 19, 2013
Vacancy Announcement #: 13-03

POSITION DESCRIPTION

The United States District Court for the District of South Carolina has an opening for an Official Court Reporter who is a Certified Realtime Reporter, for the Greenville divisional office. Occasional travel within the district may be required. Reporters are appointed by and serve at the pleasure of the court.

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 in realtime, 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 at www.scd.uscourts.gov (under Standing Orders/Court Reporters).

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 passed a Certified Realtime Reporter (CRR) Examination administered by NCRA or USCRA; and
- Skilled in the use of Computer Aided Transcription (CAT) which is required to be utilized as an official reporter.

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 the adjusted whenever there is a statutory increase for judiciary employees.

BENEFITS

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

All of the following documents must be **in our office** (not postmarked) by **4:30 PM on Friday, July 19, 2013**, including: (1) a cover letter detailing how your qualifications meet the job requirements; (2) a current resume; (3) at least three professional references with current contact information; and (4) a completed AO-78, Application for Judicial Branch Employment (located at the following link – <http://www.uscourts.gov/FormsAndFees.aspx>) to:

United States District Court
Attention: Personnel Manager
901 Richland Street
Columbia, SC 29201

Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

INFORMATION FOR APPLICANTS

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. Federal Government Civil Service classifications or regulations do not apply. Applicant must be a United States Citizen or permanently eligible to work in the United States.

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.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.

All applicants will be screened to identify the best qualified and suitable candidate. The United States District Court will only make contact with those qualified applicants who will be invited to interview. Final candidates will undergo a background investigation with law enforcement agencies, as well as check of financial and credit records.

Only the best qualified applicants will be invited for a personal interview. Court funds are not available to defray interview expenses.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.

AN EQUAL OPPORTUNITY EMPLOYER