

VACANCY ANNOUNCEMENT

Position: Official Court Reporter (Certified Realtime Reporter)
Location: Greenville, South Carolina
Salary Range: \$86,073 - Level 3 (requires realtime certification)
\$89,986 - Level 4 (requires realtime certification and merit certification)
\$93,898 - Level 5 (requires realtime certification, longevity *(if hired prior to October 11, 2009)*, and merit certification)
Opened: **April 16, 2018**
Closes: **May 18, 2018**
Vacancy Announcement #: 18-02

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 be 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 (with up to 5% employer matching contributions)

ADDITIONAL INFORMATION FOR APPLICANTS

- Employees of the United States District Court serve under excepted appointments and are considered “AT WILL” employees and serve at the pleasure of the Court.
- Judiciary employees must adhere to a Code of Conduct, which is available to applicants to review upon request.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- The applicant who best suits the needs of the Court will be selected.
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- All applicants will be screened to identify the best qualified and suitable candidate. The U.S. District Court will only make contact with those qualified applicants who will be invited to be tested and/or interviewed.
- Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Only the best qualified applicants will be invited for a personal interview. Expenses for interviews or relocation are not authorized for reimbursement.
- The court is an EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Qualified individuals must submit all of the following documents:

- Cover letter detailing how your qualifications meet the job requirements,
- A current resume,
- A list of three business reference contacts with current contact information, including telephone numbers,
- A copy of NCRA Realtime Certificate (also Merit Certificate, if applicable), and
- A completed AO-78, Application for Judicial Branch Employment (located at the following link – <http://www.uscourts.gov/FormsAndFees.aspx>).

All application materials must be physically received in our office no later than 4:00 p.m. on **Friday, May 18, 2018** (regardless of date postmarked) and are to be sent to:

United States District Court
Human Resources – Vacancy #18-02
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. Incomplete applications will not be considered. No faxes or emails will be accepted.