



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA
OFFICE OF THE CLERK
Charleston Division**

**VACANCY ANNOUNCEMENT
Official Court Reporter (Realtime Certified)
Level 3 \$90,899 – Level 4 \$95,030 – *Level 5 \$99,163**

**applies only if hired prior to October 11, 2009, has ten years of federal court service, and transferring without a break from another federal court*

Announcement Number: 21-02 **Position Closes:** Open Until Filled* **Available:** Immediately
**Preference given to applications received by April 5, 2021*

Position Description

The United States District Court for the District of South Carolina has an opening for an Official Court Reporter who is realtime certified for the **Charleston** divisional office. Occasional travel within the district may be required. Reporters are appointed by and serve at the pleasure of the Court.

Representative Duties

The Official Court Reporter attends and records verbatim by computer-aided technology all testimony for civil and criminal court proceedings. This position requires the ability to read back any or all portions of the court records, to work well under pressure, and to provide transcripts within required time limitations. Additionally, Court Reporters are responsible for complying with Judicial Conference billing and format requirements. Court Reporters must adhere to the District of South Carolina's Court Reporter Management Plan (which can be viewed at www.scd.uscourts.gov under Standing Orders/Court Reporters) and must maintain accurate, legible records which are subject to audits. This position also involves completing recordkeeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until disposition according to statutory requirements and Judicial Conference policy.

Minimum Qualification Requirements

- Have at least four years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof;
- Be qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or National Verbatim Reporters Association (NVRA) or passed an equivalent qualifying examination;
- Skilled in the use of computer-aided transcription (CAT) which is required to be utilized as an official reporter.
- Applicant must have realtime certification and provide realtime reporting to judge and possess all necessary realtime equipment and software.

Salary Levels

Level 3 – must meet stated minimum qualifications and requires realtime certification

Level 4 – must meet stated minimum qualifications and requires realtime certification and merit certification

Level 5 – must meet stated minimum qualifications and requires realtime certification, merit certification, and longevity
(hired before October 11, 2009 and has ten years of service in the federal courts).

Benefits

Court employees enjoy the same benefits as other federal government employees such as:

- Accrual of annual/sick leave 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)
- Participation in the Thrift Savings Plan (with up to 5% employer matching contributions)

Information for Applicants

- Employees of the United States District Court serve under “Excepted Appointments” and are considered “At Will” employees who can be discharged with or without cause by the Court.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees*, which is available upon request.
- All applicants will be screened to identify the best qualified and suitable candidate. The United States District Court will only contact those qualified applicants who will be invited to be interviewed. The applicant who best suits the needs of the Court will be selected.
- Travel reimbursement in connection with the selection process and/or relocation is not authorized.
- All appointments are subject to FBI Fingerprint Background Check. Retention depends upon a favorable suitability determination.
- A mandatory electronic direct deposit of salary payments is required.
- All applicants must be a U.S. Citizen or must be eligible to work in the United States (a lawful permanent resident, i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- 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 the position becomes vacant within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. This job announcement may involve filling more than one position described herein.
- The Court is an Equal Opportunity Employer.

How to Apply

Qualified individuals must submit all 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 realtime certificate (also merit certificate, if applicable); and
- A completed AO-78, Application for Judicial Branch Employment (located at www.uscourts.gov under Services and Forms).

All application materials are to be mailed to:

United States District Court
Human Resources – Vacancy #21-02
901 Richland Street
Columbia, SC 29201

Applicants who do not submit **all** requested materials may lose consideration for the position. Incomplete applications will not be considered. No faxes or emails will be accepted. Preference given to applications received by **April 5, 2021**.