

**UNITED STATES DISTRICT COURT
DISTRICT OF MAINE**

*** * * * * CAREER OPPORTUNITY * * * * ***

Position: Official Court Reporter

Starting Salary Range: Level 1 \$82,908 – Level 4 \$95,345

Level 1: starting salary

Level 2: starting salary plus 5% - requires merit certification

Level 3: starting salary plus 10% - requires realtime certification

Level 4: starting salary plus 15% - requires realtime certification and merit certification

Merit Certification = registered merit reporter certificate from the National Court Reporters Association (NCRA)

Realtime Certification = successful completion of a certified realtime examination by NCRA or equivalent exam

Starting salary level depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria outlined above.)

Location: U.S. District Court, 156 Federal Street, Portland, Maine

Closing Date: October 31, 2016

Court Reporter Qualifications

Qualifications for official court reporters require that an applicant:

Must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; and

Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

Equivalent Qualifying Examinations

The NCRA examination for listing on the registry of professional reporters (RPR) consists of written knowledge section plus a skills section. The skills section requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe and recorded material at 95% accuracy within 75 minutes.

Professional associations (other than NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration will be evaluated on a case-by-case basis as the requirements change from time to time.

The qualifications do not require that court reporters have active membership in the NCRA or another association to qualify for appointment or promotion in the federal courts. The only requirement is that the reporter has attained the credential by passing the qualification examination.

COURT PREFERRED SKILLS

Real Time Certification

BENEFITS

The position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual. Optional benefits also include participation in pre-tax medical and dependent care accounts, dental and vision insurance and long-term care insurance.

Electronic Fund Transfer (EFT) for payroll deposit is required.

Time in service as employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

CONDITIONS OF EMPLOYMENT

Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this position will be required to submit fingerprints for an FBI background check. All employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

APPLICATION PROCEDURE

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references; and
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>).

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

- ❖ BY MAIL: Send the required materials by mail to:

CONFIDENTIAL
Attn: Diane Ford
Court Reporter Search
U. S. DISTRICT COURT
156 FEDERAL STREET
PORTLAND, MAINE 04101

- ❖ BY EMAIL (preferred): Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov.

This position will remain open until filled. Priority will be given to those applications received by October 31, 2016.

The U. S. District Court is an Equal Opportunity Employer.