



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
750 MISSOURI AVENUE  
EAST ST. LOUIS, ILLINOIS 62201-2954**

## **CAREER OPPORTUNITY**

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**Position:** Official Court Reporter  
**Vacancy Announcement Number:** 2011-03  
**Location:** Benton, Illinois  
**Salary Range:** \$73,380 to \$84,387  
**Position Available:** September 1, 2011  
**Date Posted:** June 29, 2011    **Closing Date:** July 15, 2011

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### **Position Summary**

The United States District Court for the Southern District of Illinois is seeking qualified applicants for the position of full-time Official Court Reporter. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. Although employed *en banc*, the Official Court Reporter reports directly to the Judge to whom assigned and to the Court Reporter Supervisor. This position will require occasional travel to the East St. Louis courthouse.

### **Salary**

Level 1: Starting Salary (\$73,380)  
Level 2: Starting Salary plus 5% (\$77,049) – requires merit certification  
Level 3: Starting Salary plus 10% (\$80,718) – requires realtime certification  
Level 4: Starting Salary plus 15% (\$84,387) – 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

### **Summary of Representative Duties and Responsibilities**

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties. Fees for transcripts sold to private parties are established by Judicial Conference and are retained by the Official Court Reporter.
- Provide transcripts and/or realtime feed to the Court upon request, without charge.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Maintain and safeguard records until they are disposed of according to statutory requirement and

- Adhere to requirements of *The Guide to Judiciary Policy*, Volume VI, as well as the court's local Court Reporter Management Plan.
- Perform other duties as assigned.

### Qualifications

Applicant must possess a minimum of at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or passed an equivalent qualifying examination. Realtime court reporting proficiency is required.

Applicant also must possess excellent organizational skills to permit the production of transcripts within strict time limitations, work well under pressure, be willing to work as part of a team of reporters under the direction of the Court Reporter Supervisor in fulfilling the needs of all judicial officers of the court. Applicant must possess excellent communication skills, tact, judgment, poise, and initiative, and maintain a professional appearance and demeanor at all times.

### Additional Preferences

Court reporting experience in the federal/state judicial system.

### Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Optional federal benefits include paid vacation and sick leave, health/dental/vision benefits and life/disability/long-term care insurance, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

### Background Investigation Requirements

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and/or Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination. As a condition of employment, employees may be subject to updated background investigations every five years.

### Procedures for Applying

Submit a cover letter, AO 78 Application for Judicial Branch Federal Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov)), Résumé, and the names, addresses, and telephone numbers of three professional references to:

United States District Court for the Southern District of Illinois  
Attn: Human Resources Specialist - Confidential, #2011-03  
750 Missouri Avenue  
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 pm on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made

consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

**The United States District Court for the Southern District of Illinois  
is an Equal Opportunity Employer.**