



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**  
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WILLIAM W. BLEVINS  
CLERK OF COURT  
  
CAROL L. MICHEL  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** OFFICIAL COURT REPORTER  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 17-DSC-24  
**OPENING DATE:** FRIDAY, AUGUST 11, 2017  
**CLOSING DATE:** UNTIL FILLED  
**JOB CLASSIFICATION/GRADE:** COURT REPORTER SALARY PLAN, LEVELS 1-5  
**SALARY RANGE:** \$76,961 - \$92,354 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Official Court Reporter. More than one position may be filled through this vacancy announcement. Official Court Reporters are appointed by and serve at the pleasure of the court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court.

**REPRESENTATIVE DUTIES:**

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment which produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Provide realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide realtime feed for any judicial officer as directed, without charge.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a Judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Provide transcription of digital audio records.

- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with all administrative duties assigned by the supervisor and the Court.
- Work as part of a team to serve all Judges of the Court and be available to work irregular hours as dictated by the Court.

**CONDITIONS OF EMPLOYMENT:**

- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the Code of Conduct for Judicial Employees and are subject to strict confidentiality requirements.
- Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Eastern District of Louisiana.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a one year probationary period.

**QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS**

- 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 (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Must be qualified by testing for listing on the registry of professional reporters (RPR) of the National Court Reporters Association (NCRA), or have successfully completed an equivalent exam. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification MUST be provided.
- Must be able to obtain Realtime Reporter Certification (CRR) within one year of employment.

**PREFERRED QUALIFICATIONS**

- Certified as having passed the National Court Reporters Association Certified Realtime Reporter (CRR) examination, or have successfully completed an equivalent exam.
- Applicants holding a Certificate of Merit from the NCRA are preferred.

Salary range is \$76,961 to \$92,354 annually, depending upon qualifications and experience, plus transcript fees, established by the Judicial Conference.

- CR Level 1 - \$76,961;
- CR Level 2 - \$80,809 (Requires merit certification)
- CR Level 3 - \$84,658 (Requires realtime certification)
- CR Level 4 - \$88,505 (Requires realtime certification and merit certification)
- CR Level 5 - \$92,354 (Requires realtime certification, and longevity, and merit certification; current Federal Judiciary Court Reporters hired before 10/11/09 only)

## **BENEFITS:**

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\*

## **ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

## **HOW TO APPLY:**

Interested candidates should submit a complete applicant's packet which includes:

- A letter of interest (cover letter)
- A current/detailed resume
- Two professional references
- Photocopy of any Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, and/or Certified Realtime Reporter Certificate
- Completed Application for Judicial Branch Employment (Form AO-078), available at the courts website [http://www.laed.uscourts.gov/sites/default/files/forms/AO\\_078.pdf](http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf)

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. Questions regarding this vacancy announcement should be directed to Human Resources at (504) 589-3333. All application materials must be submitted **ELECTRONICALLY**. Please email your complete applicant's packet to: [HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)

**DISCLOSURES:** The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. If a subsequent vacancy of the same position (full-time or part-time) becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

***The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer***