

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF NEW YORK**

#09-DCALB-01

POSITION: Full Time Official Court Reporter
Albany, New York

CLASS LEVEL: CR-01 Level 3 through CR-01 Level 5

SALARY RANGE: Rest of U.S. pay table
Level 3, \$76,619 to Level 5 \$83,586 plus transcript fees

CLOSING DATE: until filled

DUTIES AND RESPONSIBILITIES:

An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record and transcribe verbatim testimony utilizing realtime technology of court proceedings, to read back all or any portions of the court records, to work well under pressure, an ability to work well with fellow court reporters as well as various chambers staff and Judges, to work extended court and transcription production hours within strict time limitations.

Official Court Reporters report directly to the Clerk of Court. This position will be located in the Clerk's Office. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audit. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy. Court Reporters must provide their own equipment including software and supplies. Travel may also be necessary within the Northern District to record testimony.

REQUIRED MINIMUM QUALIFICATIONS:

Applicants must possess certified realtime reporter (CRR) certification through NCRA or the United States Court Reporters Association (USCRA) equivalent certification, federal certified realtime reporter (FCRR). Applicants shall possess as a minimum requirement at least four years of prime court reporting experience in the freelance field of service or in other courts or combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

SALARY LEVELS AND SPECIALIZED EXPERIENCE:

Court Reporter salary levels are determined as follows. NCRA certifications may be substituted with equivalent certification as defined by the United States Courts:

Level 3 (\$76,619)

Must be either an NCRA Certified Realtime Reporter (CRR) or have the USCRA Federal Certified Realtime Reporter (FCRR) certification.

Level 4 (\$80,102)

Must be a Certified Realtime Reporter (CRR) or Federal Certified Realtime Reporter (FCRR) with ten (10) years of court reporting experience for a United States District Court.

Level 5 (\$83,586)

Must be a Certified Realtime Reporter (CRR) or Federal Certified Realtime Reporter (FCRR); and have ten (10) years of court reporting experience for a United States District Court; and be a Registered Merit Reporter (RMR).

BENEFITS:

- A minimum of 10 paid holidays per year
- Paid vacation leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan (401K)
- Optional participation in the Federal Employees' Health Benefits
- Optional participation in the Federal Employees' Group Life Insurance
- Optional participation in the Federal Dental and Vision Plans
- Optional participation in the Flexible Spending Program
- Optional participation in the Commuter Benefit Program
- Optional participation in the Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

The selected candidate will be subject to an FBI background check. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are **Excepted Service Appointments**. Excepted Appointments are "at will" and can be terminated with or without cause by the Court. Electronic direct deposit of salary payments is mandatory.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement. Interested applicants should submit a cover letter, current resume, and a photocopy of their professional certifications to:

United States District Court
Northern District of New York
100 S. Clinton Street
PO Box 7367
Syracuse, NY 13261
Attn: Michele B. Louise, HR Director

Facsimiles also accepted at 315-234-8701.