

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT**

Position Title: Official Court Reporter  
Location: Augusta, Georgia  
Opening Date: March 13, 2008  
Closing Date: Until position filled  
Starting Salary/Range: \$69,654 - \$83,586 (CR 01-05)

Position Announcement No. 08-01

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The United States District Court for the Southern District of Georgia has an opening for an official court reporter. The Southern District of Georgia is comprised of six divisional offices and this position is located in the Brunswick Division. Occasional travel within the district may be required. Reporters are appointed by and serve at the pleasure of the court. Position is available immediately.

**QUALIFICATIONS**

Official court reporters in the United States District Court will possess the following minimum qualifications: (1) At least four years of prime court reporting experience in the

freelance field of service or in other courts or a combination thereof, (2) Have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association, or passed an equivalent qualifying examination, and (3) Skilled in the use of Computer Aided Transcription (C.A.T.) or equivalent experience as determined by the Court.

#### **SPECIALIZED EXPERIENCE**

(1) Five years of paid employment as a full-time reporter in a court of record, (2) Holder of a Certificate of Merit from the National Shorthand Reporters Association and (3) Realtime reporting certifications and experience.

#### **BENEFITS**

Official court reporters are subject to the Leave Act (5 U.S.C. Section 301 et seq.); and other federal employee benefits apply, e.g., health/life insurance and retirement benefits. Official court reporters are required to be on duty a minimum of 40 hours per week. The regular tour of duty is established as 8:15 a.m. until 5:00 p.m. on a regular workday or as may be directed by the primary judge to whom the reporter is assigned. Official court reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Southern District of Georgia's Court Reporter Management Plan.

#### **HOW TO APPLY**

Submit a cover letter and detailed current resume to: Mr. Scott L. Poff, Clerk, U. S. District Court, 125 Bull Street, Room 306, Savannah, Georgia 31401. The U. S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. This position is subject to mandatory electronic funds transfer (EFT) participation for payment of net pay.

#### **EQUAL OPPORTUNITY EMPLOYER**