



**DISTRICT COURT OF GUAM**  
**Employment Opportunity**  
*Amended* Announcement No. 10-0002



**Position Title:** Official Court Reporter (Full-time)  
**Classification:** Level 1 through Level 5  
(\$67,312 to \$80,775 plus 20.94% tax free COLA)  
depending upon certification/experience  
**Location:** Hagåtña, Guam  
**Date of Posting:** June 24, 2010  
**Closing Date:** Open Until Filled; position available September 1, 2010  
\*Applications received by July 15, 2010 will be given first consideration

**Position Overview:**

Applications are being accepted for the position of Official Court Reporter for District Court of Guam located in Hagåtña, Guam. Court Reporters serve at the pleasure of the Court. Court Reporters must comply with the requirements of the Judicial Conference of the United States Courts, the Court Reporter's Manual, and are subject to the authority established under the Court Reporter Act, 28 U.S.C. § 753.

**Duties:**

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the court. At the request of a party or by order of the court, the incumbent provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings. 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. In addition, the incumbent is required to complete and submit various quarterly and annual reports as directed by the Judicial Conference. The position requires the ability to work well under pressure and to work extended court and transcription production hours within strict time limitations.

The Court Reporter reports directly to the Clerk of Court and Chief Deputy Clerk. The incumbent must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audit.

**Minimum Qualifications:**

To qualify for this position, the 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. Reporters 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. Such qualifying examinations include the NCRA examination for listing on the registry of professional reporters (RPR) which consists of a written knowledge section plus a skills section that requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification **MUST** be provided. **Applicants must be U.S. citizens or eligible to work in the United States.**

**Conditions of Employment:**

This position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. The District Court of Guam requires employees to adhere to the Judicial Code of Conduct which is available upon request. The selected applicant will be subject to a background check or investigation, which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. All District Court of Guam employees are "at will" employees and serve at the pleasure of the court. This position is subject to mandatory participation in Electronic Fund Transfer (EFT) for payroll deposit.

**Application Procedure:**

Qualified applicants must submit an original and one copy of each of the following: (i) a cover letter, (ii) a resume, (iii) proof of certifications, and (iv) a completed AO 78 (Application for Employment) to:

District Court of Guam  
Attn: Leilani Toves Hernandez  
Procurement/Personnel Specialist  
U.S. Courthouse, 4<sup>th</sup> Floor  
520 W. Soledad Avenue  
Hagåtña, Guam 96910

A copy of this announcement and the AO 78 (Application for Employment) are available at the Clerk's Office or on the court's website at <http://www.gud.uscourts.gov>.

Applications will not be accepted via email or facsimile. The most qualified applicants will be invited to, and must be physically present for, a personal interview. Travel expenses for the interview or relocation expenses will not be reimbursed. All application information is subject to verification.

**The District Court of Guam is an Equal Opportunity Employer**