



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

VACANCY ANNOUNCEMENT

POSITION:	Official Court Reporter
	Full-time position - 40 hours per week
ANNOUNCEMENT NO.:	10-01
LOCATION:	New Orleans, Louisiana
SALARY RANGE:	\$73,380 - \$84,387
OPENING DATE:	July 6, 2010
CLOSING DATE:	Until Filled

DUTIES:

An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position required the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, to adhere to all requirements of the Guide to Judiciary Policies and Procedures and this Court's Court Reporter Management Plan, and to work as part of a team to serve all of the judges of the court.

QUALIFICATIONS:

Minimum requirements:

- . Must have at least four years of prime court reporting experience as a free lancer or in other courts,
- . Be a Registered Professional Reporter by the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination,
- . One year experience in realtime reporting,
- . High school education or higher,
- . U.S. Citizen or authorized to work in the United States

Realtime Certification:

Realtime certification is a requirement for employment as a new official court reporter in the Eastern District of Louisiana, unless the pool of candidates is too limited by this requirement under which circumstances an exception may be considered by the Court. If an exception is necessary, realtime certification is required within twenty-four (24) months of hiring.

Desired:

Certificate of Merit by the NCRA.

Application Process:

To apply, submit a cover letter, resume, two professional references, photocopy of any Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, Certified Realtime Reporter Certificate, and completed application form AO78, available at the court's web site www.laed.uscourts.gov to the address below. No faxes please. **Incomplete submissions will not be considered.**

U.S. District Court
Eastern District of Louisiana
500 Poydras St., Rm. C151
New Orleans, LA 70130

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEES OF THE CLERK 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:

13 DAYS OF PAID VACATION PER YEAR FOR THE FIRST 3 YEARS OF EMPLOYMENT. THEREAFTER, 20 TO 26 DAYS PER YEAR DEPENDENT UPON LENGTH OF FEDERAL SERVICE.

MANDATORY PARTICIPATION IN THE FEDERAL EMPLOYEES RETIREMENT SYSTEM.

OPTION TO PARTICIPATE IN HEALTH AND LIFE INSURANCE PROGRAMS.

PROMOTIONS ARE AT THE DISCRETION OF THE COURT BASED UPON JOB CLASSIFICATION, EXPERIENCE AND PERFORMANCE.

10 PAID HOLIDAYS PER YEAR.

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.

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.

PLEASE NOTE: DUE TO THE GREAT NUMBER OF APPLICATIONS GENERALLY RECEIVED FOR POSITION VACANCIES, WE REGRET THAT ONLY THOSE APPLICANTS INTERVIEWED WILL BE NOTIFIED OF OUR HIRING DECISION.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER PROGRAM PARTICIPATION FOR PAYMENT OF NET PAY.

EMPLOYMENT SUBJECT TO SATISFACTORY CRIMINAL BACKGROUND CHECK.