

# Job Announcement Official Court Reporter (Realtime)

**\*TEMPORARY\***

Classification: Depending upon Qualifications  
Starting Salary Range: \$67,312 - \$77,409 (plus transcript fees)  
+ 10.4% Cost of Living Allowance

*Announcement Number  
10-01*

*Date Posted:  
March 29, 2010*

*Closing Date:  
Open until filled*



**U. S. District Court  
for the District  
of Puerto Rico**

**Frances Ríos de Morán, Esq.  
Clerk of Court  
Federal Bldg. Room 150  
150 Chardon Ave.  
San Juan, PR 00918-1767**

**Attention: Human Resources  
[vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)**

## **AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES**

### **POSITION OVERVIEW**

This position is located in the United States District for the District of Puerto Rico. Official Court Reporters report directly to the Clerk of Court and Chief Deputy. 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.

### **REPRESENTATIVE DUTIES**

**REAL-TIME COURT REPORTER:** Makes an instantaneous verbatim record of court proceedings, provision of live realtime feed to judges is a mandatory requirement. Produces transcripts, completes required paperwork and maintains dictionary and equipment.

**Duties:** Stenographically records verbatim instantaneous transcripts of judicial proceedings by use of real-time software and hardware. Creates and maintains case dictionary for each judicial proceeding taken in real time; creates stenographic outline for each word not in the reporter dictionary; researches case citations to ensure the accuracy of the citation as it appears on the screen, as well as medical, technical, and legal terminology. Certifies real-time transcripts upon final proofreading and editing of the documents; provides paralegal reports, excerpts and requested portions of real-time transcripts by certification.

**Qualifications:** Associates degree in court reporting or a high school diploma or GED with completion of a court reporting program; and Real-time Certification.

An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires 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, and to work as part of a team of reporters for the judges of the U.S. District Court. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records.

### **REQUIRED MINIMUM QUALIFICATIONS**

To work in this Court as an Official Court Reporter, 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; Have successfully completed the RPR and valid Realtime Certification by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

### **SPECIALIZED EXPERIENCE**

Court Reporters are grouped for salary purposes, as follows:

*Level I* - Must possess four (4) years of court reporting experience in the freelance field of service in other courts or a combination thereof; and be a Registered Professional Reporter.

*Level II* - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

*Level III* - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

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*Level IV* - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.

**APPLICATION PROCESS**

To be assured consideration, please submit a cover letter (include announcement number), a completed AO-78 form (required) and a copy of the RPR and/or Realtime Certificates to the physical address or to our vacancies e-mail address at the left of page one. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

**CONDITIONS OF EMPLOYMENT**

Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

**An Equal Opportunity Employer**

