



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement#: 25-03/COURTRBK

Position: Official Court Reporter - Realtime Proficient (Up to 2 positions may be filled)

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: CR Level 1-4 (\$108,949- \$125,292, before an anticipated 2025 cost-of-living adjustment)

Opening Date: Thursday, December 26, 2024

Closing Date: Open Until Filled

The United States District Court are recruiting for an Official Court Reporter position at the Brooklyn, NY courthouse. Official Court Reporters report directly to the Clerk of Court and Chief Deputy Clerk. In addition to the current vacancies, an eligibility list of qualified candidates will be developed from this recruitment to fill potential future vacancies.

DUTIES AND RESPONSIBILITIES: Official Court Reporters performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits and read back all or any portions of the court records. In addition, court reporters must possess the knowledge, skill and ability to produce accurate, simultaneous real-time translation utilizing computer-aided transcription equipment. At the request of a party or the court the reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States; certifies and files original records and copies of transcripts prepared as required. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters are also required to work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the judges of the U.S. District Court.

REQUIRED MINIMUM QUALIFICATIONS: at least four years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts or a combination thereof; qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association or passed an equivalent qualifying examination that certifies 180 wpm literary, 200 wpm jury charge and 225 wpm testimony. Proficient provision of Realtime reporting **required**. Use of Windows, Internet Explorer and Case Catalyst or Eclipse software **required**. Must have the ability to handle a fast pace and heavy workload with quick turnaround of transcripts. The successful applicant must provide all necessary equipment and software. Strong interpersonal Skills; maturity; responsibility; poise; ability to work harmoniously with others and possess effective oral and written communication skills.

PREFERRED QUALIFICATIONS: Successful completion of a Certified Realtime Reporter Examination offered by the National Court Reporters Association, or an equivalent qualifying examination is **strongly preferred**.

SALARY RANGE – Level I is the starting salary, and the next three increment levels are authorized for possessing merit and/or real-time certification. Starting salary level is commensurate with qualifications.

Level I (\$108,949) starting salary (minimum qualifications).

Level II (\$114,396) requires Merit Certification.

Level III (\$119,845) requires Realtime Certification.

Level IV (\$125,292) requires Realtime Certification and Merit Certification.

Merit Certification = Registered Merit Reporter from the National Court Reporters Association (NCRA). Realtime Certification = Successful completion of a certified real-time examination by NCRA or equivalent exam.

BENEFITS: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays, annual/sick leave accrual, fitness membership and childcare center (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

APPLICANT INFORMATION: The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

Qualified candidates must submit ALL of the following documents in **ONE Adobe (.pdf) document** to

<https://edny.app.box.com/f/7b179471b63c4756adee9ea9591c3506>

1. Letter of interest;
2. Resume;
3. A copy of RPR and any other certifications relevant to this position;
4. An Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
(Do not complete questions 18-20, see last paragraph)

Address your cover letter to:

**Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Incomplete applications may not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The court reserves the right to modify, withdraw, conduct interviews and fill the vacancy at any time, with any action occurring without prior written or other notice.

Other Information:

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be ground for removal from the application and selection process, or disciplinary action up to removal if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to Code of Conduct for Judicial Employees which is available for applicants to review here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The Eastern District of New York is committed to a workplace of respect, civility, fairness, tolerance and dignity, free of discrimination and harassment. These values are essential to the Judiciary, which holds its Judges and Employees to the highest standards.

The United States District Court for the Eastern District of New York is an Equal Employment Opportunity Employer.