

Job Announcement JA 12-01

Court Reporter

Full-Time Position

Classification: Depending upon Qualifications
Salary: \$73,380 - \$84,387 (plus transcript fees)
+ 4.20% Cost of Living Allowance

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a temporary Court Reporter position. Official Court Reporters report directly to the Court Services Manager of the Clerk's Office. 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 realtime 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.

QUALIFICATIONS

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.

*Court Reporter
Job Announcement 12-01*

*Date Posted:
March 19, 2012*

*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 Department**

vacancies@prd.uscourts.gov

***Court Reporter
Job Announcement 12-01***

***Date Posted:
March 19, 2012***

***Closing Date:
Open Until Filled***



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.

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

Qualified candidates who wish to apply must submit a letter of interest, along with a resume detailing the years of experience and a completed AO-78 Application for Judicial Branch Federal Employment (available in the Clerk's Office or on our website www.prd.uscourts.gov), and a copy of the RPR and/or Realtime Certificates. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, should be submitted to our physical address or to our vacancies e-mail address: vacancies@prd.uscourts.gov. Documents should be submitted in PDF format or Word. Only those applicants selected for interview will be contacted.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

Applicants must be either U.S. Citizens or eligible to work in the United States.

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