

**United States District Court  
District of Puerto Rico  
Clerk's Office**

Frances Moran, Esq.  
Clerk of Court



150 Carlos Chardon Street  
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## **Vacancy Announcement 19-01**

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Court Reporter  
MORE THAN ONE POSITION MAY BE FILLED

**Position Type:** Full-time / Permanent

**Grade/Salary:** CR Level I-V (\$78,249-\$89,986) + 3.48% Cost of Living Allowance  
Depending Upon Qualifications and Experience

**Open Date:** Wednesday, February 6, 2019

**Closing Date:** \*Open until filled, with first review beginning on February 21, 2019

### **POSITION OVERVIEW**

The United States District Court for the District of Puerto Rico is accepting applications for a Court Reporter position. Official Court Reporters must adhere to the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the U.S. Courts.

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**

An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires the ability to record verbatim testimony of courtroom proceedings in realtime, to read back all or any portions of the court records. At a request of a party or the Court the Court Reporter must provide transcripts within time frames and cost requirements established by the Judicial Conference of the United States Courts. Court Reporters are also required to work well under pressure, 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 for the District of Puerto Rico.

## QUALIFICATIONS

### Required minimum qualifications:

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; and must have successfully completed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

For pay levels above level 1, the applicant must meet the required minimum qualifications and the following:

- Level 2– Must possess a Registered Merit Reporter Certificate from the NCRA.
- Level 3– Must have successfully completed the Certified Realtime Reporter exam offered by the NCRA or an equivalent exam.
- Level 4– Must (1) possess a Registered Merit Reporter Certificate from the NCRA and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or equivalent exam.

### Preferred Qualifications:

Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

## APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov)
- 2) **Cover Letter** stating the reason for your interest in the position,
- 3) Three **reference letters**,
- 4) Registered Professional Reporter (RPR) Certification,
- 5) NCRA Realtime Certificate and/or Merit Certificate, if applicable, and
- 6) **Resume** detailing all relevant experience, education and skills.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR  
Attn: Agnes L. Ferrer-Auffant  
Human Resources Manager  
150 Carlos Chardon Street  
Federal Building Room 150  
San Juan. PR 00919-1787

or e-mailed to: [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)

**E-mailed documents must be submitted as a single PDF document.** Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

**NO TELEPHONE CALLS WILL BE ACCEPTED.**

### **CONDITIONS OF EMPLOYMENT**

- Applicants must be citizens of the United States of America or be eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- 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.

**The United States District Court is an Equal Opportunity Employer**