



United States Courts District of Montana

Vacancy Announcement 07C:2017

Position Title:	Court Reporter - Certified Realtime Reporter
Duty Station:	Great Falls, Montana
Starting Grade/Salary*:	Court Reporter Salary Plan, Levels 3-4 \$84,658 – \$88,505 (plus transcript fees)
Status:	Full time, permanent
Announcement Date:	July 26, 2017
Application Deadline:	August 16, 2017

*Starting salary and grade will be based on qualifications and certifications.

Representative Duties:

Court reporters perform court reporting services for any judicial proceeding as required. Court reporters must possess the knowledge, skill, and ability to produce accurate, simultaneous realtime translation utilizing computer-aided transcription equipment. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits. At the request of a party or the court, the court reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. Court reporters are responsible for determining that billing and formats comply with Judicial Conference requirements. Court reporters must be able to read back all or any portion of the court record, 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 judicial officers of the District of Montana.

Court reporters report directly to the chief deputy of administration. Court reporters must adhere to the requirements of the Court Reporter Act, the Court Reporter Management Plan of this district, and comply with the requirements of the Judicial Conference of the United States. 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 requirement and Judicial Conference Policy. Court reporters serve en banc, with primary duty stations and travel to other duty stations as required.

Qualification Requirements:

In order to receive consideration applicants must have the following qualifications:

- Minimum of four years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof;

- Successful completion of the Registered Professional Reporter (RPR) exam from the National Court Reporter Association (NCRA);
- Successful completion of a certified realtime examination from NCRA or equivalent exam;
- Must be skilled in the use of computer-aided transcription equipment;
- Official court reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies. Official court reporters must have all necessary equipment to provide real-time to judges, court staff and attorneys;
- Must have strong interpersonal skills, strong reporting skills and administrative management skills, poise, tact, good judgment, initiative, ability to work harmoniously with others and effective oral and written communication skills and a commitment to public service.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. The incumbent chosen must provide their fingerprints for a background security check. Employees are required to use Electronic Fund Transfer for payroll deposit. The court requires that employees adhere to the *Code of Conduct for Judicial Employees* (available at: <http://www.uscourts.gov/rules-policies/judiciary-policies>), as well as local employee policies and procedures. Employees of the United States Courts are considered “at will” employees, and are not covered by the Office of Personnel Management’s civil service classification system or regulations.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Copy of all court reporter certifications;
- 5) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Note: the last page of the AO-78 requires a conventional signature that can be scanned.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. All application materials are to be emailed to: **sharon_hardwick@mtt.uscourts.gov** . Please note “Court Reporter Application (last name)” in the subject line. Application materials must be submitted in PDF format ONLY; no Word or Word Perfect documents. Documents submitted via file housing services (e.g., Google Docs, DropBox, etc.) or websites will not be accepted. To ensure consideration applications must be received no later than **5:00 pm, August 16, 2017.**

Applicants will receive an email confirmation within 10 days of receipt of their application, with further communication to applicants limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of

the original announcement, the clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include the Thrift Savings Plan (similar to a 401k) with employer match, and health, dental, vision, and life insurance plans. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at www.uscourts.gov.

The Administrative Office of the United States Courts is an Equal Opportunity Employer.