

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**

**William T. Walsh, Clerk**



**Career Opportunity  
Announcement # 18-01**

**Position Title:** Official Court Reporter

**Classification Level:** Salary Range - (Level 1-4) Salary is commensurate with experience and criteria/rating guidelines governed by the Administrative Office of the U.S. Courts.  
CR Level 1 - \$87,770  
CR Level 2 - \$92,158 (Merit Certification Required);  
CR Level 3 - \$96,548 (Realtime Certification Required); and  
CR Level 4 - \$100,936 (Both Realtime Certification and Merit Certification Required)

**Duty Station:** Newark, New Jersey

**Posting Period:** November 21 – December 13, 2017

---

**POSITION SUMMARY**

The U.S. District Court Clerk's Office for the District of New Jersey is recruiting for an Official Court Reporter. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court. This position has a *tour of duty of Newark* and reports directly to the Court Services Supervisor and the Director of Court Services.

**REPRESENTATIVE DUTIES**

The incumbent for this position attends court hearings and provides stenographic coverage of proceedings and records verbatim testimony for civil and criminal court proceedings, as well as reads back all portions of the court record. In addition, may also prepare a real time verbatim record of court proceedings. At the request of a party or by the Court, the incumbent will produce transcripts pursuant to strict time frames and fees established by the Judicial Council. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge. Maintains accurate and legible records; works as a part of a team of reporters for the Judges of the Court; adheres to the provisions of the Court Reporter Management Plan; maintains accurate and legible records; prepares required reports; works well under pressure; and performs other duties as assigned.

**QUALIFICATIONS**

Must possess a minimum of at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for current listing on the Registry of Professional Reporters of the National Court Reporters Association (NCRA) or has passed an equivalent qualifying examination and possesses a certificate of proficiency from the NCRA. Skilled in the use of computer assisted transcription.

**COURT PREFERRED SKILLS**

The candidate should also have the ability to work both independently and in a team setting. Interaction will be with various individuals, therefore, the candidate should possess excellent interpersonal and written and verbal communication skills. Proficient in the use of automated systems. Knowledge of courtroom procedures, methods of reporting courtroom proceedings and legal terminology is desired. Ability to produce high volumes of daily and expedited transcript independently.

Realtime is desired/preferred. Owns or has access to steno writer, CAT system, including real time component and printer. Travel to other courthouse locations may be required.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed Court Reporters are subject to a one year probationary period.

### **APPLICATION PROCESS**

Qualified applicants must submit *electronically* (1) a cover letter *which should include salary requirement* and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: [hr@njd.uscourts.gov](mailto:hr@njd.uscourts.gov) *on or before December 13, 2017 by 5:00 p.m.*

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN  
EQUAL OPPORTUNITY EMPLOYER***