

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY  
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

U.S.D.C.—NJ— CAREER OPPTY. #15-02



<b>Position:</b>	<b>Official Court Reporter</b>
<b>Posting Period:</b>	<b>January 29, 2015 to February 6, 2015</b>
<b>Classification Level:</b>	Newark/Trenton: Salary Range - (Level 1-4) \$84,402 - \$97,063. Camden: Salary Range - (Level 1-4) \$79,858 - \$91,837. Salary is commensurate w/ experience and criteria/rating guidelines governed by the Administrative Office of the U.S. Courts. Merit Certification is required for Level 2 salary. Realtime Certification is required for Level 3 salary. Both Realtime Certification and Merit Certification are required for Level 4 salary.
<b>Location/Duty Station:</b>	<b>Newark, Trenton, Camden, New Jersey</b>

**Introduction:**

An Official Court Reporter serves at the pleasure of the Court, whereby recording official testimony for court proceedings.

**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 discoveries, depositions, or hearings; ensures a final accurate and proofed transcript. At the request of a party or by the Judicial Council, the incumbent will produce transcripts pursuant to strict time frames and fees established by the Judicial Council. 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 Reporters Management Plan; maintains accurate and legible records; prepares required reports; works well under pressure; and performs other duties related to the work of the Court Services Department as assigned. **Notes: Owns or has access to steno writer, CAT system, including real time component and printer. Proficient in the use of automated systems. Travel to other courthouse locations will be required.**

**Qualifications/Skills:**

Must have four years of prime court reporting experience in the free-lance field 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. Knowledge of courtroom procedures, methods of reporting courtroom proceedings and legal terminology is desired. Realtime is desired/preferable. Ability to produce high volumes of daily and expedited transcript. 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.

**Required Clearances:**

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

**Application Process:**

**Applicants must submit in PDF format, a cover letter, resume and salary history on or before February 6, 2015 to Emma C. Fernandez-Regan, HR Manager via e-mail: [hr@njd.uscourts.gov](mailto:hr@njd.uscourts.gov). Only PDF documents will be accepted.**

**INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of noncitizens shall be a lawful permanent resident (i.e., green card holder) who are "seeking citizenship" as outlined in 8 U.S.C. § 1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a one year probationary period.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

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