



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Official Court Reporter
DUTY STATION: Baltimore, Maryland
(with possible frequent travel to other locations in the District)

OPENING DATE: January 5, 2017
CLOSING DATE: Open Until Filled *
Applications will be reviewed on a rolling basis with first preference given to those received by January 20, 2017

SALARY:

Level 1:	\$85,015 (starting salary), plus transcript fees
Level 2:	\$89,265 (starting salary + 5%), plus transcript fees Requires merit certification
Level 3:	\$93,516 (starting salary + 10%), plus transcript fees Requires real-time certification
Level 4:	\$97,767 (starting salary + 15%), plus transcript fees Requires real-time certification <u>and</u> merit certifications

The United States District Court for the District of Maryland is seeking qualified applicants for the position of full-time Official Court Reporter. Court Reporters are employed en banc. The incumbent performs court reporting services for all judicial proceedings and produces transcripts.

Duties include, but are not limited, to the following:

- Attend and record verbatim by shorthand or mechanical means court sessions; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts to the court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

Qualifications and Requirements:

- Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Merit certification and realtime certification preferred. Knowledge of and experience with computer assisted transcription (CAT). Must provide own CAT system with realtime capability.
- Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Communicate effectively, both orally and in writing.

How to Apply: Submit resume, salary history, and cover letter via email to: jobs@mdd.uscourts.gov

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Federal Benefits:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs
- Optional participation in the Commuter Benefit program

Additional Information:

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- If selected for a first-time appointment to a position in the District of Maryland, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.