



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

POSITION: Official Court Reporter
DUTY STATION: Baltimore Maryland
With travel to other division as needed

OPENING DATE: November 18, 2020
CLOSING DATE: Open Until Filled
Applications will be reviewed on a rolling basis with first preference given to those received by December 3, 2020

SALARY:

Level 1:	\$92,069 (starting salary), plus transcript fees
Level 2:	\$96,673 (starting salary + 5%), plus transcript fees Requires merit certification
Level 3:	\$101,276 (starting salary + 10%), plus transcript fees Requires real-time certification
Level 4:	\$105,879 (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.

Federal Benefits:

- 10 paid holidays per year.
- Paid vacation 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(401K) with matching up to 5%, the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment **as a single PDF document** to: jobs@mdd.uscourts.gov. Include the job title for which you are applying in the subject header of the email.

To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on December 3, 2020. Incomplete applications may not be considered.

- 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.
- In the event a position becomes vacant in either division 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.

Conditions of Employment:

- 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.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. 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.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- 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.