



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 18-21

POSITION TITLE: Court Reporter
DUTY STATION: Rapid City, South Dakota (with frequent travel to other locations in the District)
SALARY RANGE: CR-01 to CR-04 (\$78,249 - \$89,986); dependent upon qualifications
OPENING DATE: October 15, 2018
CLOSING DATE: Open Until Filled. Applications will be reviewed on a rolling basis with first preference given to those received by November 5, 2018.

POSITION OVERVIEW

The United States District Court for the District of South Dakota has an opening for an Official Court Reporter. This position works as part of a court reporter pool managed by the Clerk of Court. The position is not assigned to a specific judge. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts and the Court Reporter Management Plan of this Court <http://www.sdd.uscourts.gov/content/court-reporter-management-plan>. The primary duty station for this position is in the clerk's office in Rapid City, South Dakota, with frequent travel to all four courthouses in the District. Due to the large geographic area of the District, the position frequently performs court reporting by way of video conferencing equipment.

The Official Court Reporter is responsible for recording verbatim testimony of proceedings as specified by statute, rule, or request/order of the Court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

DUTIES AND RESPONSIBILITIES

The Official Court Reporter performs duties and responsibilities which include, but are not limited to:

- The position requires the ability to record verbatim testimony; to read back all or any portions of the court record; to work well under pressure; to work extended hours; transcription production hours within strict time limitations; and to work as a part of a team to serve all the judges of the Court.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court original transcripts prepared concurrently with delivery to the requesting parties.
- Provide official transcripts to the Court upon request, without charge.
- 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.
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QUALIFICATIONS/ABILITIES

- Ability to provide in-court realtime transcription to presiding judges. Successful completion of the Certified Realtime Reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred and highly desirable.

- At least four years of court reporting experience in the freelance field, in other courts or a combination thereof.
- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Skilled in the use of Computer-Aided Transcription equipment. Capable of performing court reporting functions from a remote location by the aid of video conferencing equipment.
- Possess and provide all necessary personal equipment and software.
- Certificate of Merit from either the National Court Reporters Association or equivalent is preferred.
- As a part of two close knit work teams (clerk's office operations team and court reporter pool team), the successful candidate must be a strong team player with great interpersonal skills.

BENEFITS

Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, medical insurance from a variety of plans, group life insurance options, pre-tax flexible spending plans for medical costs and dependent care, employee-paid dental and vision insurance, optional participation in the Thrift Savings Plan (401K), and mandatory participation in the Federal Employee Retirement System.

APPLICATION PROCESS

Qualified applicants must submit the following:

1. A cover letter, resume, test scores or NCRA or equivalent certification, realtime certification (if candidate is realtime certified).
2. An application for Judicial Branch Employment (AO 78) which can be found at <http://www.uscourts.gov/forms>
3. Completed application packages must be emailed in one single PDF document to Mesa Scott at: mesa_scott@sdd.uscourts.gov with a subject line of "Official Court Reporter 18-21".

Please note: Incomplete application packets will not be considered.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate must satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.