



**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

VACANCY ANNOUNCEMENT: No. 23-03

Position: Official Court Reporter - Realtime preferred
Location: Bismarck, North Dakota
Anticipated Starting Date: October 1, 2023
Starting Salary Range: \$88,333 - \$101,582 (CR Levels 1-4)
Application Closing Date: Monday, August 21, 2023

POSITION SUMMARY. The Official Court Reporter attends and records verbatim by computer-aided technology testimony for civil and criminal court proceedings. At a party's request or by order of the Court, the Court Reporter provides transcripts within the time frames and at the applicable per page rates in accordance with Judicial Conference regulations. The Court Reporter must comply with Judicial Conference billing and format requirements and adhere to the District's Court Reporter Management Plan and maintain accurate, legible records which are subject to audits. The position involves completing record keeping forms, documenting the information contained in reports, as well as maintaining records until disposition according to statutory requirements and Judicial Conference policy. The Court Reporter also must electronically file transcripts.

An official court reporter is appointed to serve at the pleasure of the court *en banc*. In the case of a staff reduction, competence may be a primary consideration in deciding which court reporters are to be retained.

QUALIFICATIONS. An applicant must:

- Be a high school graduate or equivalent.
- Possess at least four (4) years of court reporting experience.
- Have a Registered Professional Reporter (RPR) certification by the National Court Reporters Association or equivalent qualifying exam or must obtain the certification or successfully pass the equivalent exam within one year of being hired.
- Possess and be skilled in the use of computer-aided transcription equipment.

PREFERRED QUALIFICATIONS. Preference will be given to an applicant who has Realtime Certification; provides realtime reporting to judges; and possesses the necessary realtime equipment and software.

SALARY AND BENEFITS. The actual pay level will be established on the basis of the successful applicant's qualifications and experience.

Level I:	\$88,333	Base Salary
Level II:	\$92,749	Requires a registered merit reporter certificate from the National Court Reporters Association.
Level III:	\$97,166	Requires successful completion of a certified realtime examination by NCRA or equivalent exam.
Level IV:	\$101,582	Requires realtime certification and merit certification.

The position does not carry the tenure rights of positions in the competitive Civil Service. Other

federal government benefits (e.g., holidays, life and health insurance, and Health Savings Accounts) are applicable. The position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. The successful applicant must submit to a criminal background check.

MISCELLANEOUS. Work is performed mostly in a courtroom or professional office setting. Some lifting may be required. Travel to other locations in the district may be required. The United States District Court is an Equal Opportunity Employer (EEO) and has adopted an Employment Dispute Resolution Plan. Additional EEO information is available from the Office of the Clerk of Court. Applications will be maintained in strict confidence with only the hiring authority having knowledge of the applicant's identity.

APPLICATION PROCEDURE. Submit the following to NDD_Jobs@ndd.uscourts.gov. All documents should be in .pdf format.

1. Cover letter specifying how you satisfy the qualifications listed above and why you are interested in working for the federal court;
2. Resume with three (3) professional references;
3. Completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and,
4. Proof of certifications.