



## UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-2959 Fax: (619) 702-9911

[www.casd.uscourts.gov](http://www.casd.uscourts.gov)

**POSITION:** Part-Time Official Court Reporter  
**SALARY:** Court Reporters' Rates of Pay (see below)  
**CLOSING DATE:** Friday, February 15, 2019, or until filled  
**LOCATION:** San Diego, California  
**VACANCY NO.:** 19-01

**INTRODUCTION:** The Clerk's Office is accepting applications for the position of a Part Time Official Court Reporter. As part of the operations section, the Court Reporter records verbatim all proceedings as directed, and reports to the Court Report/ECR Coordinator.

**REPRESENTATIVE DUTIES:** The Official Court Reporter will be assigned to cover court proceedings as assigned for active and senior district judges. The individual will be located in the Edward J. Schwartz U.S. Courthouse. The incumbent is required to be realtime certified, and to utilize Computer Aided Transcription (C.A.T.). Responsibilities include attending and recording verbatim all proceedings as directed by the court; reading back all or any portion of the court record; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; covering other courts as needed, and all other duties as assigned. The incumbent is responsible for providing and maintaining his or her own computer equipment and telephone.

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<b>Salary Range:</b>	<b><u>Pay Rates</u></b>	<b><u>Part-Time*</u></b>
	Level 3	\$ 50,088, plus transcripts
	Level 4	\$ 52,366, plus transcripts

\* Based on a 42 Hour Bi-Weekly work schedule.

Qualifies for While Actually Employed (WAE) payments: hours worked above the normal biweekly tour of duty, up to a maximum of 38 total WAE hours.

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### **MINIMUM QUALIFICATIONS:**

To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the freelance field of service 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 exam.

**For pay levels 3 and 4, the candidate must meet the minimum qualifications and the following:**

**LEVEL 3:** Must have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

**LEVEL 4:** Must (1) possess a Registered Merit Reporter Certificate from the NCRA, or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

**PERSONAL CHARACTERISTICS:** The successful candidate should be a mature, trustworthy, dedicated, responsible, and poised individual who possesses tact, good judgment, initiative, a strong work ethic, the ability to work well with chambers and Clerk's Office staff, and the ability to report long court sessions.

**REQUIRED CLEARANCES:** Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

**INCENTIVES/BENEFITS:** Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, country of citizenship, education, work history, copies of certifications, and three references that may be contacted. All application materials should be sent to:

U.S. District Court  
Office of the Clerk of Court  
Attn: HR #19-01  
333 West Broadway, Ste. 420  
San Diego, CA 92101

or e-mailed to: [casd\\_hr@casd.uscourts.gov](mailto:casd_hr@casd.uscourts.gov) (PDF format preferred)

**Preference will be given to applicants who submit application materials  
before 4:30pm, Friday, February 15, 2019.**

## DISCLOSURES

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 applicants who responded to 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. 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 and background investigation. Applicants are advised that false statements or omission 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 applicants 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).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

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