

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Official Court Reporter

Part Time Temporary

Vacancy Announcement #15-02

POSITION:	Part Time Court Reporter
CLOSING DATE:	January 30, 2015, or until filled
SALARY RANGE:	Court Reporters Scale below
LOCATION:	San Diego, CA

INTRODUCTION: The Clerk's Office is accepting applications for the position of a Part Time / Temporary (one year and one day appointment) Official Court Reporter. As part of the operations section, the Court Reporter records verbatim all proceedings as directed, and reports to the Court Reporter/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 real-time proficient**, and to utilize Computer Aided Transcription (C.A.T.); real-time certification is preferred. Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Conference; reading back all or any portion of the court records; 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.

Salary Range:	<u>2015 Pay Rates</u>	<u>Part Time*</u>
	Level 1	\$42,751 + transcripts
	Level 2	\$44,890 + transcripts
	Level 3	\$47,027+ transcripts
	Level 4	\$49,165 + transcripts

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

Incumbent may be assigned to report a trial, and must be available to report the trial until a verdict is reached. The incumbent is eligible to receive While Actually Employed (WAE) payments for hours worked above the normal biweekly tour of duty (42 hours), up to a maximum of 38 total WAE hours per pay period.

MINIMUM QUALIFICATIONS:

LEVEL 1: 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 free lance 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 above Level 1, the candidate must meet the qualifications in Level 1 and the following:

LEVEL 2: Must possess a Registered Merit Reporter Certificate from the NCRA or NVRA, or have successfully passed an equivalent exam.

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 NVRA, 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, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

INCENTIVES/BENEFITS: Benefit Premiums are pro-rated for part-time employment, and include annual leave, sick leave, 10 paid holidays per year, fixed contribution retirement plan as well as an immediate matching Thrift Savings Plan(401(k)), pre-tax programs (health care, dependent care, and transportation); insurance plans (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 and salary history, copies of certifications, and three references that may be contacted.

The cover letter and resume should be sent to:

John Morrill, Clerk of Court
U.S. District Court
Attn: Human Resources, 15-02
333 West Broadway, Suite 420
San Diego, CA 92101

Resumes may be e:mailed to: casd_hr@casd.uscourts.gov

**Preference will be given to applicants who submit application materials
before 4:30pm, January 30, 2015,**

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