

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement
10-WAW-02

October 2009

OFFICIAL COURT REPORTER

Salary: \$76,665 to \$91,998
Depending upon experience and qualifications

Position open until filled; preference given to resumes received by October 30, 2009.

The U.S. District Court for the Western District of Washington is currently accepting resumes for the position of Official Court Reporter. This person will be employed at the federal courthouse in Seattle, Washington. The Official Court Reporter performs court reporting services for judicial proceedings. This position requires the ability to record verbatim testimony of courtroom proceedings, to read back any or all portions of the court records, to work well under pressure, to produce transcripts within required time limitations, and to work as part of a team of reporters for Judges of the Court. Court Reporters must provide their own equipment including software and supplies.

QUALIFICATIONS

This is a highly visible position within the court and requires dedication, professionalism, flexibility, commitment, initiative and discretion. Applicants must possess at least four years court reporting experience in a court, the freelance field, or a combination thereof. A certificate of Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA) is required, or an equivalent qualifying examination certificate. All applicants are required to utilize realtime transcription and must have hookup experience; realtime certification is preferred. The successful candidate will also possess:

- Strong communication skills and the ability develop effective relationships and work with a variety of people tactfully and courteously;
- Demonstrated ability to work effectively in a team based environment where the workload is shared;
- Ability to consistently demonstrate sound ethics and judgment;
- Strong organizational skills and experience in handling multiple workload demands;
- Professional demeanor;
- Demonstrated ability to work closely without supervision;
- Accuracy and attention to detail.

SALARY

Level 1: Starting salary (\$76,665)

Level 2: Starting salary plus 5% (\$80,498); requires either longevity* or merit certification**

Level 3: Starting salary plus 10% (\$84,332); requires either realtime certification***, or longevity and merit certification

Level 4: Starting salary plus 15% (\$88,164); requires either realtime certification and longevity, or realtime certification and merit certification

Level 5: Starting salary plus 20% (\$91,998); requires realtime certification, and longevity, and merit certification

* Longevity = ten years of service in the federal courts.

** Merit certification = Registered Merit Reporter certificate from the National Court Reporters Association (NCRA).

*** Realtime certification = successful completion of Certified Realtime Examination Certificate by NCRA or equivalent exam.

Upon appointment the qualified person shall, in addition to the starting salary, receive maximum allowable rates for transcripts as set by the Judicial Conference.

APPLICATION PROCEDURES

Qualified applicants should submit a cover letter, resumé, and 20 pages of transcript to:

Human Resources, (09-WAW-01)
U. S. District Court
700 Stewart Street
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you

need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, 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 from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

The United States District Court is an equal opportunity employer and values diversity in the work place.