



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

OFFICIAL COURT REPORTER

ANNOUNCEMENT NUMBER 17-WAW-28

ANNOUNCEMENT DATE July 5, 2017

CLOSING DATE July 23, 2017

If you seek an exciting and fast-paced environment and enjoy detail oriented work, this is your opportunity to join our team of dedicated professionals working for the Judges of the Court. The Official Court Reporter performs reporting services for judicial proceedings. Official Court Reporters record verbatim testimony of courtroom proceedings, read back any portion or all of the court record, and produce transcripts within required time limitations.

The Official Court Reporter is a highly visible position within the court and requires the ability to work well under pressure, as well as dedication, professionalism, flexibility, commitment, initiative and discretion.

This position is located in the federal courthouse in Tacoma, Washington with occasional travel to the federal courthouse in Seattle, Washington. Official Court Reporters must provide their own equipment, supplies and software including CaseViewNet Cloud to deliver real-time text to Judges wirelessly.

**QUALIFICATIONS AND
REPRESENTATIVE DUTIES**

Applicants must possess at least four years court reporting experience in a court, the freelance field, or a combination. A certificate of Registered Professional Reporter (RPR) and Certified Real-time Reporter (CRR) from the National Court Reporters Association (NCRA) is required; qualification as a Communication Access Real-time Translation (CART) provider is preferred. All Official Court Reporters are required to utilize real-time transcription and must have hookup experience. 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 without supervision;
- Accuracy and attention to detail.

<p>SALARY RANGE</p>	<p>Level 3: \$91,412; requires real-time certification*</p> <p>Level 4: \$95,567; requires real-time certification and merit certification**</p> <p>*Real-time certification = successful completion of Certified Real-time Examination Certificate by NCRA or equivalent exam.</p> <p>**Merit certification = Registered Merit Reporter certificate from the National Court Reporters Association (NCRA).</p> <p>Upon appointment the qualified person shall, in addition to the starting salary, receive maximum allowable rates for transcripts as set by the Judicial Conference.</p>
<p>BENEFITS</p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • 20 pages of transcript <p>Via e-mail (Word or Acrobat .pdf format) to:</p> <p>seattle_personnel@wawd.uscourts.gov</p> <p><i>or</i></p> <p>Human Resources (#17-WAW-28) U.S. District Court, 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants selected for interviews will be tested.</p> <p>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.</p>