

*******CAREER OPPORTUNITY*******



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Official Court Reporter
Location: Savannah, Georgia
Opening Date: January 2, 2014
Closing Date: Until position filled
Starting Salary/Range: \$73,380 - \$84,387 (CR 01-04)*
Position Announcement No. 14-01

* Salary commensurate with qualifications

POSITION OVERVIEW

The United States District Court for the Southern District of Georgia has an opening for an official court reporter. The Southern District of Georgia is comprised of six divisional offices and this position is located in the Savannah Division. Occasional over night travel within the district may be required. Reporters are appointed by and serve at the pleasure of the court. Position is available March 1, 2014.

REPRESENTATIVE DUTIES

The Official Court Reporter attends and records verbatim by computer-aided technology all testimony for civil and criminal court proceedings. At the request of a party 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 the regulations of the Judicial Conference. Additionally, Court Reporters are responsible for determining that billings and formats comply with Judicial Conference requirements. Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits. This position also involves completing record keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their deposition according to the statutory requirements and Judicial Conference policy. Occasional over night travel may be required

QUALIFICATION REQUIREMENTS

- Have at least four (4) years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof, and be qualified by testing for listing on the registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination.
- Possession of and skill in the use of computer-aided transcription equipment
- Realtime Certification is a plus.

BENEFITS

Official court reporters are eligible for federal employee benefits including health/life insurance, TSP and retirement benefits. Official court reporters are required to be on duty a minimum of 40 hours per week. The regular tour of duty is established as 8:15 a.m. until 5:00 p.m. on a regular workday or as may be directed by the primary judge to whom the reporter is assigned. During trials or travel reporter may be required to be on duty after 5:00pm. Official court reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Southern District of Georgia's Court Reporter Management Plan.

HOW TO APPLY

Submit a cover letter and detailed current resume to: Human Resources Administrator, U. S. District Court, P.O. Box 8286, Savannah, Georgia 31412. Applications will be accepted until the position is filled. The U. S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

EQUAL OPPORTUNITY EMPLOYER

Applicants must be eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.