



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

VACANCY ANNOUNCEMENT

Position Title:	Official Court Reporter
Location:	Savannah, Georgia
Closing Date:	Open until filled
Starting Salary/Range:	CR Level 1-4 (\$95,454 - \$109,772*)
	* Salary commensurate with qualifications

Position Overview

Official Court Reporters are responsible for the verbatim reporting of both civil and criminal proceedings held before the United States District Judges, and as directed for proceedings before Magistrate Judges, and for the transcription of those proceedings upon request. All proceedings shall be reported using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment. All court reporters shall be required to record via electronic sound recording equipment (magnetic/digital) all proceedings in this District and shall maintain the electronic media in their custody until separation from duty. Official Court Reporters provide transcripts within the time and cost limitations set by the Judicial Conference, and electronically file with the Clerk of Court a copy of all prepared transcripts concurrently with delivery to the requesting parties. Fees for transcripts sold to private parties are established by the Judicial Conference and are retained by the Official Court Reporter.

The Southern District of Georgia is comprised of six divisional offices. Occasional travel within the district may be required. **Partial relocation assistance may be available for the successful candidate.**

Representative Duties

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.

- Report all proceedings using electronic machine shorthand equipment which produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a Judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- If Certified Realtime Reporter, provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- If Certified Realtime Reporter, provide Realtime feed for any judicial officer as directed, without charge.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Provide transcription of digital audio records.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with all administrative duties assigned by the supervisor and the Court.
- Work as part of a team serving all Judges of the Court and be available to work irregular hours as dictated by the Court.
- All other duties as required.

Required Qualifications

- Must possess at least one year of prime court reporting experience in the freelance field of service or in other courts or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Must have qualified by testing for listing on the registry of professional reporters as a Registered Professional Reporter (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification **MUST** be provided.

Preferred Qualifications

- Certified as having passed the NCRA Certified Realtime Reporter (CRR) examination or have successfully completed an equivalent exam.
- Applicants holding a Certificate of Merit from the NCRA are preferred.

Salary Range

- Salary range is \$95,454 - \$114,546 annually, depending upon qualifications and experience, plus transcript fees, established by the Judicial Conference:
 - CR Level 1 - \$95,454
 - CR Level 2 - \$100,227 (Requires merit certification)
 - CR Level 3 - \$104,999 (Requires real time certification)
 - CR Level 4 - \$109,772 (Requires real time certification and merit certification)

Benefits

- 11 paid holidays
- Health, Life, Dental and Vision benefits
- Flexible Benefits Program
- Thrift Savings Plan participation with up to 5% employer matching contributions
- Federal Employees Retirement System (FERS)

Conditions of Employment

- Employees must be United States citizens or eligible to work in the United States
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request
- Employees of the United States District Court are Excepted Service Appointments
- Excepted service appointments are "at will" and can be terminated with or without cause by the Court
- Appointment is provisional and contingent upon successful completion of an FBI background check
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

Information for Applicants

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense. **Partial relocation assistance may be available for the successful candidate.**

Application Process

Applicants must provide:

1. An introductory cover letter
2. A chronological resume
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website <https://www.gasd.uscourts.gov/sites/gasd/files/AO-078-05-2024.pdf>)
4. Copy of any Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, and/or Certified Realtime Reporter Certificate.

Completed applications (in a single PDF document) should be sent to gas_permgr@gas.uscourts.gov with the subject line “Official Court Reporter #26-04”

The U.S. District Court for the Southern District of Georgia is an Equal Opportunity Employer.