



UNITED STATES DISTRICT COURT Central District of California

Position:	Official Court Reporter (Certified Realtime Reporter)
Salary/Level:	\$103,803 (Level 3) \$108,521 (Level 4)
Location:	Los Angeles, CA
Opening Date:	October 1, 2021
Closing Date:	Open until filled
Tour of Duty:	Full-Time
Number of Positions:	One (or more)
Vacancy Number:	19-13

POSITION OVERVIEW:

United States District Court and the Probation and Pretrial Services Office, is recruiting for Official Court Reporters who are Certified Realtime Reporters. There are one or more vacancies to be filled in Los Angeles at this time. The court reporters will report to the Supervisory Staff Interpreter for the United States District Court, Central District of California, and to the District Judge to whom the court reporter is assigned. In addition to the current vacancy, an eligibility list of qualified candidates will be developed from this recruitment to fill potential future vacancies within the district court over the course of the next year.

REPRESENTATIVE RESPONSIBILITIES:

Official Court Reporters' duties include, but are not limited to the following:

- Court Reporters are responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings on request.
- Court Reporters must be able to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the Judges of the Court.
- Court Reporters must possess the knowledge, skill and ability to produce accurate, simultaneous realtime translation utilizing computer-aided translation.
- Court Reporters must become familiar with and adhere to all requirements of the Court Reporter Management Plan for the District and the Clerk's Office Employee Manual.
- Court Reporters must comply with all administrative duties assigned.
- Court Reporters must occasionally travel to the courthouses in Santa Ana and Riverside.

SKILLS/QUALIFICATIONS:

- Candidate must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination such as the Certified Shorthand Reporter (CSR) Examination administered by the Court Reporters Board of California. The candidate must have passed a Certified Realtime Reporter (CRR) Examination administered by NCRA, USCRA or DRA.

PHYSICAL REQUIREMENTS:

Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, (5) stand and sit for extended periods.

BENEFITS:

- United States District Court and the Probation and Pretrial Services Office employees are entitled to federal benefits such as: a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; ten paid holidays per year; and choosing from an array of insurance plans including health, life, dental, vision, long term disability, long term care, and flexible spending programs.
- Commuter subsidies are available to employees who use public transportation to and from work.
- Extensive on-line training options. Travel for in-person training and professional conferences is available, funds permitting.

INFORMATION FOR APPLICANTS:

- As a condition of employment, the successful candidate is required to undergo an FBI background check.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately after meeting the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Expenses associated with interviews or relocation will not be reimbursed.
- The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY:

For priority consideration, application packets should be submitted by email to apply_CACD@cacd.uscourts.gov. Attached documents must be in PDF format and the email should reference the position title and Vacancy No. 19-13. Complete application packets must include the following:

1. a resume;
2. the names of at least three references (at least two professional and one personal);
3. an application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application); and
4. copies of required professional certificates.

Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer