



**Sacramento, California**  
[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

**How to Apply:**

**Applicants must provide:**

- 1) An introductory cover letter.
- 2) A chronological resume.
- 3) A completed Application for Judicial Branch Federal Employment, form AO-78 (found on the *Careers* page of the court's website).
- 4) A list of at least three professional references.
- 5) A sample transcript at least 30 pages in length that was produced and edited by the applicant.

**Materials must be received in as a single file in PDF format sent to:**

[CAED-HR@caed.uscourts.gov](mailto:CAED-HR@caed.uscourts.gov)

**Position is OPEN UNTIL FILLED, but priority will be given to materials received by Friday, September 20, 2019. Please reference "2019-31" in the subject line of email.**

**Materials will be reviewed for attention to detail, organization and overall professionalism of presentation. Incomplete materials will be disqualified from consideration.**

The court is recruiting for an Official Court Reporter position located in our Sacramento courthouse. The position offers an excellent opportunity to start or continue a career in federal service.

The applicant candidate will join a pool of reporters who provide court reporting services to our judges on an as-assigned basis. While such services will be primarily provided to Judges located in our Sacramento courthouse, limited travel to provide services to Judges located in our Fresno courthouse may be required.

The duties and responsibilities performed by Official Court Reporters include the following:

- 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 that 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.
- Provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide Realtime feed to judicial officers as directed, without charge.
- 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.
- 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.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with formatting and billing requirements established by the Judicial Conference of the United States and other administrative duties and requirements as assigned by the supervisor and the Court.

**Benefits:**

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Retirement Coverage
- Flexible Spending Account
- Life Insurance
- On-site Gym

For more information about  
the federal courts visit:

[www.USCourts.gov](http://www.USCourts.gov)

## **QUALIFICATIONS**

For consideration, applicants 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.

Applicants who have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or other organization of recognized standing are highly preferred.

Additional preference will be given to applicants who have also passed the Registered Merit Reporters (RMR) examination.

## **SALARY RANGE**

Salary will be set based on the following:

Level 1: \$86,373 (Must meet minimum experience requirements)

Level 2: \$90,692 (Must qualify for Level 1 and possess Registered Merit Reporter Certification)

Level 3: \$95,010 (Must qualify for Level 1 and possess Realtime Certification –highly preferred)

Level 4: \$99,329 (Must qualify for Level 1 and possess both Registered Merit Reporter Certification AND Realtime Certification – highly preferred)

Official Court Reporters also retain fees from transcripts sold to private parties at rates established by the Judicial Conference of the United States. Transcripts requested by the court must be furnished without charge and copies of all transcripts are required to be filed with the Clerk. Additional information about transcripts can be found at:

<http://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/court-reporters-transcripts/transcript-rates/>

In addition, the “Management Plan for Court Reporters” adopted by the court that contains details on administrative requirements can be found at:

<http://www.caed.uscourts.gov/caednew/assets/File/GO%20560.pdf>

## **DISCLOSURES**

- Only qualified applicants will be considered for this position.
- Official Court Reporters are responsible for purchasing their office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.
- Employees of the U. S. District Court serve under “Excepted Appointments” and are considered “at-will” employees. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are also subject to a Code of Conduct. A copy of the Code of Conduct will be provided upon request.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Applicants must be eligible to work for the United States government.