



## UNITED STATES DISTRICT COURT Central District of California

<b>Position:</b>	Official Court Reporter
<b>Salary Range:</b>	Level 1 \$102,276 - Level 4 \$117,617
<b>Location:</b>	Los Angeles, CA
<b>Opening Date:</b>	March 17, 2023
<b>Closing Date:</b>	Open until filled
<b>Tour of Duty:</b>	Part-Time and Full-Time
<b>Number of Positions:</b>	One (or more)
<b>Vacancy Number:</b>	23-26

### POSITION OVERVIEW:

The United States District Court and the Probation and Pretrial Services Office is recruiting for full-time and part-time Official Court 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. 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. **Realtime certification is not a requirement of this position, but certification is highly recommended.** Applicants are expected to be able to provide realtime reporting, even if they are not yet realtime certified.

### 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.

### 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:**

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

## **INFORMATION FOR APPLICANTS:**

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. 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](http://www.cacd.uscourts.gov).

## **HOW TO APPLY:**

Applications should be submitted to [apply\\_CACD@cacd.uscourts.gov](mailto:apply_CACD@cacd.uscourts.gov). Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <http://www.cacd.uscourts.gov/employment> to download the AO78 application form).
4. Copies of required professional certificates.

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

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*