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#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter

Location: San Francisco or Oakland, California

Salary: \$103,966 (CR Level 1) – \$124,759 (CR Level 5\*\*)

Opening Date: March 8, 2022

Closing Date: Open until filled.

Number of Positions: Three (State work location preference in your cover letter.)

Court Reporter salary levels are based on hire date, years of service and certifications, as noted below under Qualifications.

\*\*Level 5 is only applicable to current Official Court Reporters within the Judiciary who were hired before October 11, 2009, are currently at Level 5, and would transfer without a break in service.

### POSITION OVERVIEW

The United States District Court for the Northern District of California is accepting applications for an Official Court Reporter. Duties include:

- Attending and recording verbatim by reporting of proceedings held before United States district and magistrate judges, and transcribing those proceedings via Eclipse software upon request;
- Reading back the court record as required;
- Creating audio recordings (in addition to shorthand notes) of pleas, arraignments and proceedings in connection with the sentencing of criminal defendants;
- Transcribing digital audio records;
- Uploading shorthand notes, audio recordings, transcripts, reports and other documents;
- Working as part of a team of reporters for the judges of the court;
- Adhering to all requirements of the Court Reporter Management Plan for the District and the Guide to Judiciary Policy;
- Performing administrative duties as assigned;
- Requires occasional travel within the district, as needed.

### QUALIFICATIONS

**Level 1** (\$103,966): Candidate must:

- possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof,
- qualify for listing on the registry of the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination, and
- be able to provide Realtime writing in the courtroom.

Candidate hired at this level must successfully complete the certified Realtime (CRR) examination by the NCRA or an equivalent examination within 2 years from hire date.

**For pay levels above Level 1, the candidate must meet the qualifications for Level 1, plus the following:**

**Level 2** (\$109,165): Candidate must be a NCRA Registered Merit Reporter (RMR) and be able to provide Realtime writing in the courtroom. Candidates hired at this level must successfully complete the certified Realtime (CRR) examination by the NCRA or an equivalent examination within 2 years from hire date.

**Level 3** (\$114,363): Candidate must have successfully completed the certified Realtime reporter (CRR) examination by the NCRA or an equivalent examination.

**Level 4** (\$119,560): Candidate must (1) possess a Registered Merit Reporter (RMR) Certificate from the NCRA or an equivalent examination; AND (2) have successfully completed the certified Realtime (CRR) examination by the NCRA or an equivalent examination.

**Level 5\*\*** (\$124,759): Official Court Reporters appointed before October 11, 2009. Must be a Certified Realtime Reporter (CRR); AND have ten (10) years of reporting experience in the federal courts; AND be a Registered Merit Reporter (RMR).

\*\*Level 5 is only applicable to current Official Court Reporters within the Judiciary hired before October 11, 2009, are currently at Level 5, and would transfer without a break in service.

**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, and (5) sit for extended periods.

## **BENEFITS**

Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

## **INFORMATION FOR APPLICANTS**

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request) and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

### **Equal Opportunity Employer**

The United States District Court for the Northern District of California is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## **HOW TO APPLY**

**Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.**

Go to our agency website at <http://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.