



**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY
Melissa E. Rhoads, Clerk of Court**

**Career Opportunity
Announcement # 24-17**

Position Title: Official Court Reporter

Classification Level: Salary Range - (Level 1-4)

Salary is commensurate with experience and certification requirements as governed by the Administrative Office of the U.S. Courts.

CR Level 1 - \$108,949*

CR Level 2 - \$114,396* (Merit Certification Required);

CR Level 3 - \$119,845* (Realtime Certification Required);

CR Level 4 - \$125,292* (Both Realtime Certification and Merit Certification Required)

**Plus, authorized transcript fees*

Duty Station: Trenton, New Jersey

Posting Period: October 15, 2024 – October 25, 2024

POSITION SUMMARY

The United States District Court for the District of New Jersey is seeking applicants for an Official Court Reporter. Official Court Reporters perform stenographic court reporting services for any judicial proceeding as may be required and produces transcripts. Court reporting services are performed in person or remotely, depending on Court needs and the requirements of proceedings. Court reporting services performed remotely will include attending proceedings via video teleconference. The incumbent for this position is also responsible for completing record-keeping forms, documenting information contained in reports, as well as maintaining and safeguarding records until their disposition pursuant to the statutory requirements and Judicial Conference policy. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court. Official Court Reporters report directly to the Court Services Manager and have a regular 40-hour tour of duty located in Trenton, with travel to other courthouses as needed.

REPRESENTATIVE DUTIES

- Attends and stenographically records verbatim proceedings held before the U.S. District Judges and Magistrate Judges (as needed) and makes a transcription of those proceedings, upon request. Reads back all or any portions of the court record.
- Produces transcripts within strict time limitations and works as part of a team of reporters for the Judges of the Court.

- Produces high volumes of daily and expedited transcripts, independently.
- Produces accurate, simultaneous realtime transcription utilizing computer-aided translation (CAT).
- Determines billing and formats which comply with the Judicial Conference requirements.
- Delivers and/or mails prepared official transcripts.
- Provides transcripts and/or realtime feeds to the Court upon request, without charge.
- Certifies and files the original transcripts with the Clerk of Court.
- Maintains accurate and legible records which are subject to audits.
- Prepares and files Administrative Office reports.
- Responds timely to official correspondence, emails, phone calls, and instant messages. Complies with all administrative duties assigned by his or her manager and the Court.
- Maintains self-owned, audio-capable steno writer and CAT system and equipment capable of realtime output and audio recording; and maintains service contracts and support for equipment and software.
- Takes the record of court proceedings remotely from home, as required, utilizing video and phone conferencing, using reliable internet service.
- Travel to all locations, as needed.

QUALIFICATIONS

- Candidate must possess at least **four (4) years** of prime court reporting experience in the freelance field or in other courts, or a combination thereof, and must be certified as having passed the Registered Professional Reporter (RPR) examination administered by the National Court Reporters Association or an equivalent certification.
- Skilled in the use of computer-aided transcription (CAT).
- Preference may be given to applicants with a Certified Realtime Reporter (CRR) and/or a Registered Merit Reporter (RMR) certification from the NCRA or an equivalent.

Note:

- Applicants must own, maintain and keep current, audio-capable steno writer, CAT equipment and software; and maintain service contracts and support for same.
- Experience with video and phone conferencing is critical and the ability to produce a remote realtime feed, including any software/hardware needed to facilitate same.

COURT PREFERRED SKILLS

The successful candidate should demonstrate excellent organizational and interpersonal skills and have the ability to work well under pressure. This position also requires strong motivation, initiative, attention to detail and the ability to handle multiple priorities and tasks simultaneously. The Official Court Reporter will be communicating routinely with Judges, attorneys and management; therefore, the candidate should demonstrate the ability to communicate professionally and with tact both orally and in writing. Knowledge of courtroom procedures, methods of reporting courtroom proceedings and legal terminology is desired. The incumbent must be able to handle confidential matters appropriately. Proficiency and experience in the use of computer systems, including but not limited to Adobe Acrobat and Microsoft Office applications, such as, Word, Outlook and Teams, is highly preferred.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or eligible to work in the U.S. A background investigation including fingerprints and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

INFORMATION FOR APPLICANTS

Where appropriate, 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 Human Resources at the Clerk's Office 609-989-2084. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Candidates selected for an interview will bear their own travel expenses. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

To learn more about the Judiciary’s benefits: <https://www.uscourts.gov/careers/benefits>

APPLICATION PROCESS

Interested applicants may submit *electronically* to the Court’s website, the following documents:

- (1) a cover letter explaining your qualifications for this position,
- (2) an updated resume, and
- (3) salary history (external applicants only).

Please submit the above required documents to the attention of Ms. Robin A. Newman, Esq., Human Resources Manager via the Court’s Recruitment Database at the following link: <http://ajis.njd.uscourts.gov/application/default> on or before **October 25, 2024, by 5:00 p.m.**

We are unable to consider applications without the required documents sent as instructed above.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN EQUAL OPPORTUNITY EMPLOYER