UNITED STATES DISTRICT COURT FOR
THE DISTRICT OF COLORADO

Vacancy Announcement

The U.S. District Court for the District of Colorado located in Denver, Colorado is accepting applications for the position of Official Court Reporter (Realtime).

Announcement Number:	2017-02-USDC
Position Title:	Official Court Reporter (Realtime)
Level 3:	Annual salary $89,553 (plus transcripts) Realtime certification required
Level 4:	Annual salary $93,623 (plus transcripts) Realtime certification AND merit certification required
Level 5**:	Annual salary $97,694 (plus transcripts) Realtime certification, longevity, AND merit certification required. *** Level 5 is only applicable to **current** Federal Judiciary Court Reporters hired before 10/11/2009, who are currently a Level 5, and who would transfer to the District of Colorado without a break in service.*
Opening Date:	December 12, 2016
Closing Date:	January 6, 2017

Position Introduction

The Clerk's Office of United States District Court for the District of Colorado, located in Denver, Colorado, provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court.

An official court reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portion of the court record, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as part of a team of reporters for the judges of the U.S. District Court for the District of Colorado. Realtime certification is required. This position requires occasional overnight travel to our outlying courthouses to include

Colorado Springs, Durango and Grand Junction.

Representative Duties:

- Attend and record verbatim court sessions or other proceedings as specified by statute, rule, or order of court, including both civil and criminal proceedings;
- Transcribe proceedings requested by the court or by a party in accordance with deadlines and fee limitations set by the Judicial Conference;
- Concurrent with delivery to the requestor, electronically file with the Clerk of Court a copy of all transcripts prepared;
- Promptly certify and file all original shorthand notes or other records made of court sessions or other proceedings with the Clerk of Court in accordance with national and local policy, regardless of whether those sessions or proceedings are transcribed;
- Provide transcripts and/or Realtime feed to the court upon request and without charge;
- Perform administrative duties as required by statute, rule, order, national/local policies, including, but not limited to: transcript billing, financial and other record keeping, completing national and locally required reports, and responding to official correspondence and telephone calls;
- Perform other duties as assigned.

Required Qualifications:

- Minimum of at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- Level 3: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam.
- Level 4: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam AND merit certification.
- Level 5: only available to current Official Court Reporters within the Judiciary that were hired prior to 10/11/2009 and are currently a Level 5. Transfer to the District of Colorado without a break in service is required to maintain Level 5 status.
- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.

Court Preferred Skills:

- Previous experience providing Realtime court reporting services within the Judiciary.
- Strong customer service and interpersonal skills and ability to work harmoniously with court staff and the public.

How to Apply:

Qualified candidates must submit the following materials:

1. Completed U.S. Courts application form (found at www.cod.uscourts.gov under Employment Opportunities link).
2. A typed cover letter describing professional experience.
3. Documentation of successful completion of a certified Realtime examination by NCRA or equivalent exam and, if applicable, documentation of registered merit reporter certificate from NCRA or equivalent exam.
4. If applicant is a current or previous employee of the federal judiciary, please provide a copy of the most recent SF 50.

Applicants selected for an initial interview may be asked to return to participate in a court hearing to demonstrate the required skills.

Application materials must be submitted by email only and in PDF format to: cod_hrd@cod.uscourts.gov

Please note vacancy # 2017-02-USDC in subject line of email .

Applicants who fail to submit all required materials will not be considered.

We will not accept any application documents from any File Hosting Service (Google Docs, DropBox, etc.).

Information for Applicants

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position.

Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, may not be considered.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the court unit executive or the judicial officer if the vacancy is for a chambers position.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive or the judicial officer. All new hires and transfers are subject to a one year probationary period.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive or the judicial officer.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see www.cod.uscourts.gov for overview of federal benefit package.

Electronic Funds Transfer (direct deposit) of pay is required.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.