UNITED STATES DISTRICT COURT – SOUTHERN DISTRICT OF IOWA

POSITION: **Official Court Reporter (Certified Real Time)**

LOCATION: **Des Moines, IA**

OPENING DATE: **Monday, October 22, 2012**

CLOSING DATE: **Friday, November 9, 2012**

CLASSIFICATION LEVEL/SALARY RANGE: Level 3 ($80,718 plus transcripts) – Realtime certification required; Level 4 ($84,387 plus transcripts) – Realtime certification and merit certificate required.

POSITION SUMMARY

The United States District Court for the Southern District of Iowa is seeking an Official Court Reporter who is realtime certified. The position reports directly to the Clerk of Court and is located in Des Moines, IA. Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court.

DUTIES AND RESPONSIBILITIES

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties. Fees for transcripts sold to private parties are established by Judicial Conference and are retained by the Official Court Reporter.
- Provide transcripts and/or realtime feed to the Court upon request, without charge.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Maintain and safeguard records until they are disposed of according to statutory requirement and Judicial Conference policy.
- Adhere to requirements of the *Guide to Judiciary Policy*, Volume VI, as well as the court's local Court Reporting Management Plan.
- Travel to other divisional offices.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for the position, an individual must have at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; have federal court experience; and have qualified testing for listing on the Registry of Professional Reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Realtime certification is required.

The successful candidate must possess excellent organizational skills to permit the production of transcripts within strict time limitations, work well under pressure, and be willing to work as part of a team of reporters under the direction of the Clerk of Court in fulfilling the needs of all judicial officers of the court. The Candidate must possess excellent communication skills, tact, judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

OTHER REQUIREMENTS

The successful candidate will be required to maintain personal equipment and ensure it is compatible with court equipment. Official Court Reporters are responsible for purchasing office supplies, telephone service, office equipment including computer hardware and software, postage and delivery charges. Certified realtime Court Reporters must provide wiring and data communications connections needed to provide realtime services to parties requesting realtime services. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Participation is optional for the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are **at will** and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume, (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties, (3) documentation of successful completion of a certified realtime examination by NCRA or equivalent exam and, if applicable, a copy of the registered merit reporter certificate from the NRCA, and (4) contact information for at least three attorneys or judges with whom the Court Reporter has had substantial reporting experience. Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

Applications materials should be mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindi_decker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer that values diversity in the workplace.