

# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of [Court Reporter](#).

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**ANNOUNCEMENT NUMBER:** 15-USDC-3

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Court Reporter  
Full-Time Temporary Position, Not-to-exceed 09/30/2016

**CLASSIFICATION LEVEL:** Court Reporter Salary Plan, Levels 1 – 4

**SALARY RANGE:** \$74,855 – \$86,083, depending on certifications

**OPENING DATE:** Wednesday, March 4, 2015

**CLOSING DATE:** Wednesday, March 18, 2015, close of business 5:00 PM CST

**STARTING DATE:** TBD

- ★ This position has a not-to-exceed date of 09/30/2016. The not-to-exceed date may be extended based on the Senior Judge recertification during the first quarter of 2016.

### POSITION OVERVIEW:

The U. S. District Court – Middle District of Louisiana is recruiting for the position of Court Reporter. The incumbent of this position will be responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings. This incumbent will be hired on a temporary basis through the end of fiscal year 2016 (FY16). The position may be extended beyond FY16 based on the Senior Judge recertification. The Middle District of Louisiana is located in Baton Rouge, Louisiana and houses three Article III Judges and one Senior Judge.

#### **DUTIES AND RESPONSIBILITIES:**

Court Reporters perform court reporting services for any judicial proceeding as required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits and read back all or any portions of the court records. At the request of a party or the court, the Court Reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters are also required to work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the Judges of the Middle District of Louisiana.

Court Reporters report directly to the Clerk of Court and Chief Deputy. Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District, and comply with the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the United States Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

#### **GENERAL INFORMATION:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).
- Work is performed in an office and courtroom setting. Professional/business casual attire is required.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

Only applicants meeting the following qualification requirements will be considered:

- Four years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g. depositions, adversary proceedings before a presiding official, grand jury proceedings);
- Successfully tested for listing on the registry of professional reporters of the National Court Reporters Association (NCRA)
- Skill in the use of computer-aided transcription equipment; and
- Possess and provide all necessary personal equipment and software.

#### **ADDITIONAL CERTIFICATIONS (MERIT AND/OR REAL-TIME) PREFERRED:**

- Merit certification requires a registered merit reporter (RMR) certification from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination.
  - The RMR test consists of 100 questions on written knowledge, plus five minutes of dictation requiring the ability to record 200 words per minute for literary matter, 240 words per minute for jury charge, and 260 words per minute for testimony of two voices, all with an accuracy rate of not less than 95 percent.
  - Any "equivalent qualifying examination" must meet or surpass the established standards for the RMR certificate.
- Real-time certification requires a Certified Real-time Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination.
  - The NCRA Certified Real-time Reporter (CRR) examination is a skill test and consists of five minutes of professionally audio-recorded dictation at 180 words per minute. Reporters are required to produce a simultaneous translation and display of live proceedings utilizing computer-aided translation within five seconds of stenotype input and at a 96% accuracy rate. Without editing, the candidate must produce an ASCII (computer language) text file on diskette.
  - Any "equivalent qualifying examination" must meet or surpass the established standards for the CRR certificate.

**PAY SETTING:**

Court Reporters hired on or after October 11, 2009 are grouped for salary purposes as follows:

Level	Certification requirement
1	Starting salary
2	Starting salary plus 5% - requires merit certification
3	Starting salary plus 10% - requires real-time certification
4	Starting salary plus 15% - requires real-time certification and merit certification.

The base pay levels may be subject to a cost of living adjustment effective the beginning of the first pay period of each calendar year. The amount of adjustment (if any) is determined by the Director of the AO under the supervision of the Judicial Conference subject to the limitation established by [5 U.S.C. § 5306\(a\)](#).

**BENEFITS:**

Judiciary employees that work at least 20-hours per week or more and serve under a temporary appointment (not to exceed more than 1 year) are eligible for the generous Federal Employees benefits package outlined below.

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS/FRAE)
- Traditional and Roth Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental & Vision Benefits offered through Federal Employees Vision & Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

**APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by Wednesday, March 18, 2015 at 5:00 PM CST to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources; fax number 225.389.3542

**ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants progressing beyond the initial interview phase may be tested for eligibility. Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.**

Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. Multiple vacancies may be filled from this announcement. The incumbent(s) will be subject to a one year probationary period for this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. 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 United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.