

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



<b>POSITION:</b>	Official Court Reporter (Part-Time), available October 2024
<b>VACANCY NUMBER:</b>	2024-06
<b>LOCATION:</b>	Benton, Illinois
<b>SALARY RANGE:</b>	Level 1 \$44.59/hr. to Level 5 \$53.50/hr., depending on qualifications
<b>DATE POSTED:</b>	June 20, 2024
<b>CLOSING DATE:</b>	Open until filled (priority consideration given to those who apply by August 1, 2024)

### POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking qualified applicants for the position of Official Court Reporter. This is a part-time permanent position located in Benton. Hours may vary, but incumbent will be expected to work a minimum of 24 hours per week with availability for additional hours incurred depending on court schedules. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. Although employed *en banc*, the Official Court Reporter will be primarily assigned to a Senior Judge and Magistrate Judge. The position reports to the Courtroom Services Administrator. Occasional travel to the East St. Louis courthouse will be required.

### SALARY

Level 1: \$44.59/hr

Level 2: \$46.81/hr. (requires merit certification)

Level 3: \$49.04/hr. (requires realtime certification)

Level 4: \$51.27/hr. (requires realtime certification and merit certification)

Level 5: \$53.50/hr. (current Federal Official Court Reporters hired before 10/11/09 only);  
(requires realtime, merit certification, and longevity)

### SUMMARY OF REPRESENTATIVE 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 Reporter Management Plan.
- Provide and maintain own court compatible equipment and supplies necessary to produce realtime computer-aided transcription, including all necessary software, paper, and electronic storage media.
- Perform other duties as assigned.

### **QUALIFICATIONS**

Applicant must possess at least one year of prime court reporting experience in the freelance field of service or in other courts or a combination thereof and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Realtime certification is highly desirable.

Applicant also 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 Courtroom Services Administrator in fulfilling the needs of all judicial officers of the court. Applicant must possess excellent communication skills, tact, judgment, poise, and initiative, and always maintain a professional appearance and demeanor.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are "at will" and can be terminated with or without notice, and with or without cause (*i.e.*, without providing a reason). Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health insurance, life insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. Benefits are pro-rated due to part-time status. For more detailed information about Federal Judiciary benefits, please visit the United States Courts website at <https://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

### **BACKGROUND INVESTIGATION REQUIREMENTS**

The selectee for this position is subject to a criminal record check and satisfactory adjudication to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO78 Employment Application are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. For more information, click [here](#).

### **PROCEDURES FOR APPLYING**

Application packets should include the following:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- Copies of certifications;
- AO78 (revised 03/24) Application for Judicial Branch Federal Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov)); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one** PDF or **one** Word document to [Recruitment1@ilsd.uscourts.gov](mailto:Recruitment1@ilsd.uscourts.gov). The subject line should state "Court Reporter Application 2024-06." Receipt will be acknowledged by the Human Resources Department by return email. If you do not receive email confirmation within three business days, please contact the Human Resources Administrator at (618) 482-9425. Any questions regarding this vacancy should also be directed to the Human Resources Administrator.

Application packets must be received by 4:00 PM CT on the closing date. Incomplete and late application materials will not be considered. Application packets will be reviewed upon receipt, and interviews may be held prior to the closing date of this announcement.

Applicants must be United States citizens or eligible to work in the United States. Selection will be consistent with the Federal Judiciary's policy to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in its workforce. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The court provides reasonable accommodation to applicants with disabilities on a case-by-case basis for any part of the application or hiring process. Please contact the Human Resources Administrator at (618) 482-9425 with any reasonable accommodation requests.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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#### **Court's Mission**

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

#### **Clerk's Office's Mission**

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

***THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER***