

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA



Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, Georgia 30303-3338
Vacancy Announcement: #22-09
Opening Date: November 19, 2021
Closing Date: Open until filled
More than one position may be filled.

OFFICIAL COURT REPORTER

The United States District Court for the Northern District of Georgia has an opening for Official Court Reporter. The position is located in Atlanta. Travel to other locations within the district may be required on occasion. ***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.***

DUTIES:

The Official Court Reporter is responsible for reporting verbatim testimony of court or other proceedings as specified by statute, rule, or order of the court. The position requires the ability to read back any or all portions of the court record, to work well under pressure, and to produce transcripts as required within the time frames and consistent with the fee schedule of the Judicial Conference of the United States and the Court Reporter Management Plan.

MANDATORY QUALIFICATIONS:

- (1) At least four years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof;
- (2) Qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination; and
- (3) Skilled in the use of Computer Aided Transcription (CAT) equipment.

PREFERRED QUALIFICATIONS:

Preference will be given to those candidates who have achieved the skills certification as Registered Merit Reporter (RMR) and/or the Certified Realtime Reporter (CRR) examination administered by the National Court Reporters Association (NCRA) or an equivalent certification. Salary levels are set commensurate with skills certification attained as outlined below.

SALARY:

The appointee shall receive the salary for court reporters set by the Judicial Conference of the United States plus authorized transcript fees.

Starting Salary	\$87,061 per annum
Merit Certification	\$91,414 per annum
Realtime Certification	\$95,767 per annum
Merit and Realtime Certification	\$100,120 per annum

TOUR OF DUTY:

The tour of duty is 8 hours per day, 8:30 a.m. to 5:15 p.m., except as otherwise directed. Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Northern District of Georgia.

NOTICE TO APPLICANTS:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the court. Each new court reporter must serve a one-year probationary period of appointment. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination is made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States Citizens or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern Executive Branch civil service positions.

EMPLOYEE BENEFITS:

Federal Government Civil Service classifications or regulations do not apply, although court employees enjoy comparable benefits to other Federal Government employees such as:

- Accrual of paid vacation and sick leave days based on length of service, 5 U.S.C. 6301, et seq.
- Eleven paid holidays per year.
- Health, dental and vision insurance programs; Federal Employees Group Life Insurance; long term care insurance; and, pre-tax Flexible Spending Accounts.
- Public Transportation Subsidy program.
- Commuter Reimbursement program.
- The Federal Employees Retirement System (FERS).
- Thrift Savings Plan (employer matches up to five percent of employee contribution).

APPLICATION PROCESS:

To apply for this position, qualified applicants should submit: 1) an application, Form AO 78, Federal Judicial Branch Application for Employment (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment and salary history. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #22-09, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses will not be reimbursed.

Résumés submitted in response to this announcement may be considered for any similar positions which occur within the next 90 days.

The United States District Court is an Equal Opportunity Employer.