

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 17-02

Position:	Official Court Reporter
Location:	London or Lexington, Kentucky The duty station will be either London or Lexington. The Clerk will consider candidates for either location, contingent upon the needs of the Court.
Salary Range:	\$76,961 - \$88,505 (CR 1-5) Based on Qualifications and Judiciary Policy
Opening Date:	June 9, 2017
Closing Date:	Open Until Filled Applications will be reviewed on a rolling basis, with preference given to those received by June 26, 2017

Position Overview

The United States District Court for the Eastern District of Kentucky is seeking qualified applicants for the position of a full-time Official Court Reporter. Reporters are employees of the Clerk of Court and are assigned to meet the verbatim reporting needs of District Court Judges, Magistrate Judges, and visiting judges. Frequent travel within the district (occasionally overnight) may be required to meet the needs of the Court. The position will be filled in London or Lexington, Kentucky, as it is anticipated a significant percentage of the work will occur in those locations. This position reports to the Clerk of Court or designee.

Representative Duties

- An Official Court Reporter is responsible for the verbatim recording of proceedings of United States District Judges and Magistrate Judges.
- Incumbents will prepare transcripts of requested portions of proceedings for delivery to the party or judge making the request in accordance with the time and cost limitations set by the Judicial Conference and will concurrently certify and electronically file with the Clerk of Court a copy of all transcripts prepared.
- Maintain accurate and legible records that are subject to audit.

- Perform 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.

Requirements

Applicants must:

- Have at least four years of prime court reporting experience in the freelance field of service, or in other courts, or a combination of the two.
- Have knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with Realtime capability.
- Possess and provide all necessary personal equipment and software, including up-to-date software and hardware used to produce Realtime transcripts in the courtroom.
- Be a self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills are required, as is the ability to communicate effectively, both orally and in writing.
- Travel will be required as needed, as court is held in six locations throughout the Eastern District of Kentucky. Travel expenses are covered pursuant to guidelines of the Administrative Office of the U.S. Courts.

Preferred Qualifications

- Possess a Realtime certification from NCRA or USCRA
- Possess a Registered Merit Reporter certification
- All professional certifications must be up-to-date

Conditions of Employment

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

Application Procedures and Additional Information

To apply, please submit a cover letter, resume, copies of applicable certificates, and contact information for three references to: hr@kyed.uscourts.gov.

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls, please.