



UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA
Office of the Clerk of Court

Career Opportunity #: 08/37

Date: May 16, 2008

POSITION:	Official Court Reporter
POSITION TYPE:	Full Time, Regular
SALARY RANGE:	\$69,654 - \$83,586 (Depending on Qualifications)
CLOSING DATE:	June 20, 2008
LOCATION:	Tucson, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.

SALARY INFORMATION

Salary eligibility is determined based upon years of service and certification as shown below.

Level 1	\$69,654	minimum qualifications
Level 2	\$73,137	minimum qualifications plus either longevity or merit certification
Level 3	\$76,619	minimum qualifications plus either realtime certification, or longevity and merit certification
Level 4	\$80,102	minimum qualifications plus either realtime certification and longevity, or realtime certification and merit certification
Level 5	\$83,586	minimum qualifications plus realtime certification, and longevity, and merit certification
Longevity		ten years of service in the federal courts
Merit certification		registered merit reporter certificate from the National Court Reporters Association (NCRA)
Realtime certification		successful completion of a certified realtime examination by NCRA or equivalent exam

In addition to the salary rates shown above, court reporters are paid transcription fees at a page rate established by the Judicial Conference of the United States. An official court reporter is required to be on duty a minimum of 40 hours per week based on normal business hours and any additional hours the primary judge to whom the reporter is assigned on any day may require.

The staff of the Clerk's Office ensures the effective, efficient and professional delivery of clerical and administrative services, while fostering a customer-friendly and employee-friendly environment.

OCCUPATIONAL INFORMATION

An official court reporter is responsible for the verbatim recording of proceedings of United States district judges and magistrate judges. Official court reporters are employees of the Clerk of Court. Five official court reporters and one electronic court recorder operator are assigned by the supervisor in the Tucson Division to meet the verbatim reporting needs of five active district court judges, six magistrate judges and visiting judges.

MINIMUM QUALIFICATIONS

- at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination; and
- must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association.

PREFERRED QUALIFICATIONS

- possess Realtime Certification from NCRA or USCRA;
- possess a Certificate of Merit from the National Shorthand Reporters Association;
- possess software and hardware used to produce Realtime Transcripts in the courtroom.

SELECTION PROCESS

Applicants will be screened for these qualifications and the best qualified applicants will be invited for a personal interview.

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

ADDITIONAL INFORMATION

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

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

HOW TO APPLY

The staff of the Clerk's Office ensures the effective, efficient and professional delivery of clerical and administrative services, while fostering a customer-friendly and employee-friendly environment.

Go to our on-line application system at <https://jobs.azd.uscourts.gov> to complete and submit an on-line application. A cover letter is required and should include a narrative statement of your background as it relates to the minimum and preferred qualifications listed above; your cover letter should be copied/pasted into the Remarks section of the on-line application that follows the Hazardous Duty section (has an orange section heading).

Applications received after the closing date may not be considered.

If you have questions about this application process, please call the Human Resources Division at (520) 205-4215.

NOTE: If you are selected to continue in this process, additional documentation may be required. We would notify you by email (to the email address listed in your on-line application) of specifically what additional documentation is required and the procedure and due date for submission. Examples of additional documentation that might be required are a resume, a copy of your most recent performance evaluation or a letter of recommendation, and copies of relevant certificates.