

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
POSITION VACANCY 17-01**

POSITION: Full-Time Permanent Official Court Reporter

LOCATION: Rochester, New York

OPENING DATE: February 1, 2017

CLOSING DATE: February 22, 2017

SALARY: \$76,961 to \$88,505
Salary commensurate with experience and certification requirements

Position Overview

Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States, the Guide to Judiciary Policy (Volume 6, Court Reporting), published by the Administrative Office of the United States Courts. Travel to the Buffalo courthouse may be required.

A court reporter records testimony, in a verbatim manner, for civil and criminal court proceedings. At the request of a party or by order of the court, the court reporter provides transcripts within the time and cost requirements established by the Judicial Conference. Additionally, court reporters are responsible for determining that billing and transcript formats comply with Judicial Conference requirements.

Court reporters must adhere to the requirements set out in the District's Court Reporter Management Plan and maintain accurate, legible records which are subject to audits. This position involves completing record keeping forms, documenting the information contained in their reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy. Court reporters are employed by the court *en banc*.

Qualifications

Employment is probationary until the below qualification requirements are fulfilled.

The qualifications of a court reporter are determined by the Judicial Conference (28 U.S.C. § 753 (a)). An applicant for appointment, as a court reporter in the United States District Court, shall possess as a minimum requirement at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Professional associations (other than the NCRA) and state license examinations may be acceptably equivalent to the NCRA testing. To determine equivalency, the requirements for the examinations at the time of administration will be evaluated on a case-by-case basis.

Real time court reporting experience preferred.

Benefits

Federal benefits for eligible employees include: health, life, dental, vision, and long term care options; retirement; matching Roth and tax-deferred Thrift Savings Plan options; paid holidays and leave; and flexible medical, dependent care and commuter benefit options.

Information for Applicants

Resumes will not be accepted by fax or email. Applicants must submit a detailed résumé, including a photocopy of all court reporter certifications, and Form AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), along with a cover letter to: Clerk of Court, 200 U.S. District Court, 2 Niagara Square, Buffalo, NY 14202.

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's web site at www.nywd.uscourts.gov. Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be United States citizens.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The selected applicant must satisfactorily complete a one year probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.