



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, #13
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number:	17-108
Location:	Greenville, Mississippi
Position Title:	Court Reporter
Classification Level:	CR 01 - 04
Starting Salary Range:	\$76,961 - \$88,505 annually
Type of Appointment:	Permanent, Full-time
Opening Date:	September 6, 2017
Closing Date:	September 14, 2017, or until filled

Position Overview:

This position will be based in Greenville, Mississippi, but will entail occasional overnight travel to Aberdeen and Oxford, and infrequent overnight travel to other sites. The incumbent of this position is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings.

Duties and Responsibilities:

Court Reporters perform court reporting services for any judicial proceeding as required. Court Reporters must possess the knowledge, skill, and ability to produce accurate, simultaneous realtime translation utilizing computer-aided transcription equipment. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits. At the request of a party or the court, the Court Reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. Court Reporters are responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters must be able to read back all or any portions of the court record, work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the Judicial Officers of the Northern District of Mississippi.

Court Reporters report directly to the Chief Deputy of Operations. Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District, and comply with the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the United States Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until

their disposition according to the statutory requirements and Judicial Conference policy.

Qualification Requirements:

- Minimum of four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof;
- Successful completion of the Registered Professional Reporter (RPR) exam from the National Court Reporters Association (NCRA);
- Must be skilled in the use of computer-aided transcription equipment; and
- Possess and provide all necessary personal equipment and software;
- Must have strong interpersonal skills, strong reporting skills and administrative management skills, poise, tact, good judgment, initiative, ability to work harmoniously with others and effective oral and written communication skills and a commitment to public service.
- Certification in realtime reporting from NCRA or equivalent exam is preferred, but not required.

Pay Setting

Court Reporters hired on or after October 11, 2009 are grouped for salary purposes as follows:

Level	Certification Requirement
1	\$76,961 starting salary - (minimum qualifications)
2	\$80,809 - requires Merit Certification
3	\$84,658 - requires Realtime Certification
4	\$88,505 - requires Realtime Certification and Merit Certification

The base pay levels may be subject to a cost of living adjustment effective the beginning of the first pay period of each calendar year. The amount of adjustment (if any) is determined by the Director of the AO under the supervision of the Judicial Conference subject to the limitation established by 5 U.S.C. §5306(a).

Benefits:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays and flexible benefits program for health care and child care reimbursement.

To Apply:

Qualified individuals must submit the following:

- Letter of interest;
- Current/detailed resume;
- Names and contact information for three (3) professional references;
- Copy of all court reporter certifications; and
- Completed Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.

Please reference the Announcement number in your letter of interest. Applications will not be considered complete until all of the items listed above have been received. Incomplete applications will not be considered.

Please mail your complete packet to:

Personnel Specialist
Attn: Position 17-108
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov

(Attachments must be saved as **one** PDF file)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review on the court's website at www.msnd.uscourts.gov.
- Employees are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

General Information:

- Work is performed in an office setting and professional/business casual attire is required.
- Due to the volume of applications received, the court will contact only those individuals selected for interview. Expenses associated with interviews or relocation will not be reimbursed.
- The Court reserves the right to modify the conditions of this announcement, commence interview immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer