



POSITION VACANCY – 2013-1
February 25, 2013

Office of the Clerk of Court
United States District Court, Eastern District of Washington
Position Location: Richland, Washington

FULL TIME OFFICIAL COURT REPORTER

Salary Range: \$73,380 - \$84,387 (Plus Transcript Fees)

Depending upon Experience and Qualifications

Closing Date: Friday, March 22, 2013

(Applications received by closing date will receive priority consideration)

Open Until Filled – With First Review Occurring on Monday, March 25, 2013

The U.S. District Court for the Eastern District of Washington is currently accepting applications for a full-time official court reporter. The duty station is Richland, Washington, and there will be some travel to Spokane and Yakima, Washington, and occasional travel outside the district.

POSITION OVERVIEW

The court reporter performs court reporting services for judicial proceedings as required.

QUALIFICATIONS

- The position requires the ability to record verbatim testimony of court proceedings, to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations.
- Have at least four years of prime stenographic court reporting experience in the freelance field, in a court environment, or a combination thereof. A court reporter shall further have qualified by testing and be listed on the registry of professional reporters of the National Court Reporters Association or, in the

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alternative, shall have passed an equivalent qualifying examination. The National Stenomask Verbatim Reporters Association examinations and the Certified Shorthand Reporters examinations required by some state governments may be acceptably equivalent to the National Court Reporters Association testing.

- Registered Merit (RMR) and Certified Realtime (CRR) reporter preferred.
- Applicants must be a U.S. Citizen or eligible to work in the United States.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year, dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Long Term Care Program
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

HOW TO APPLY

Qualified applicants should submit a letter of interest, together with a chronological resume, three (3) references who may be contacted by the court, and proof of qualifications, prior to the deadline, to:

Human Resources Specialist
Office of the Clerk, U.S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue – P.O. Box 1493
Spokane, WA 99210

You may also email your application package as one (1) PDF document to:

HR@waed.uscourts.gov

Please reference “Court Reporter” in the subject line of your email.

The U.S. District Court requires employees to follow a code of conduct which is available upon request. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Conditions of this announcement are subject to modification.