



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO
Alfred A. Arraj U. S. Courthouse
901 19th Street
Denver, CO 80294
www.cod.uscourts.gov

Official Court Reporter

Vacancy Announcement #: 2020-08-USDC

POSITION:	Official Court Reporter (Realtime Certified)
POSITION TYPE:	Full-Time Permanent (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CR Level 3-5** (\$98,676 – \$107,646) (Starting salary depends on qualifications and experience) <i>** Level 5 is only applicable to current Federal Judiciary Court Reporters hired before 10/11/2009, who are currently a Level 5, and who would transfer to the District of Colorado without a break in service.</i>
OPEN DATE:	Friday, May 1, 2020
CLOSING DATE:	Open until filled with preference given to those that apply by May 20, 2020
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for an Official Court Reporter. An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The Official Court Reporter is assigned to a team of court reporters serving the judges of the District of Colorado. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

Realtime certification is required. This position may require occasional overnight travel to our outlying courthouses to include Colorado Springs, Durango and Grand Junction.

REPRESENTATIVE DUTIES

- Attend and record verbatim court sessions or other proceedings as specified by statute, rule, or court order, including both civil and criminal proceedings;
- Transcribe proceedings requested by the judicial officer or by a party in accordance with deadlines and fee limitations set by the [Judicial Conference](#);
- Concurrent with delivery to the requestor, electronically file with the Clerk of Court a copy of all transcripts prepared;
- Promptly certify and file all original shorthand notes or other records made of court sessions or other proceedings with the Clerk of Court in accordance with national requirements and the district's [Court Reporter Management Plan](#);
- Provide transcripts and/or Realtime feed to the judicial officer upon request and without charge;
- Perform administrative duties as required by statute, rule, order, national/local policies, including, but not limited to: transcript billing, financial and other record keeping, completing national and locally required reports, and responding to official correspondence and telephone calls;
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- 4 years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- Level 3: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam.
- Level 4: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam AND merit certification.
- Level 5: Only available to current Official Court Reporters within the Judiciary that were hired prior to 10/11/2009 and are currently a Level 5. Transfer to the District of Colorado without a break in service is required to maintain Level 5 status.
- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.

BENEFITS

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 10 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. See the complete list of benefits on our employment [website](#).

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Documentation of successful completion of a certified Realtime examination by NCRA or equivalent exam and, if applicable, documentation of registered merit reporter certificate from NCRA or equivalent exam.
- Current or former federal employees, please submit a copy of your latest SF50.
- Three professional references including name, phone number and email

Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2020-08-USDC" in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered.

ADDITIONAL INFORMATION

Official court reporters report on a regular tour of duty which consists of a forty (40) hour week, Monday through Friday, from 8:00 a.m. to 5:00 p.m., or as required to meet the needs of the Court. Employees must adhere to a [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, FBI fingerprint and background. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER