



**United States District Court
District of Rhode Island
One Exchange Terrace
Providence, RI 02903**

Vacancy Announcement Official Court Reporter

Announcement #: 23-01
Date Opened: January 27, 2023
Closing Date: March 17, 2023, or until filled
Location: US District Court, One Exchange Terrace, Providence, RI
Salary Range: \$104,333 - \$119,237 – (Depending on certifications and experience)

Position Overview: The United States District Court for the District of Rhode Island is accepting applications for a full-time Official Court Reporter position. Official Court Reporters perform stenographic court reporting services for any judicial proceedings as may be required and produces transcripts. Court reporting services are performed in person or remotely, depending on Court needs. Official Court Reporters must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court. The position reports to the Court Reporter Supervisor.

Summary of Representative Duties and Responsibilities:

- Responsible for attending and recording verbatim proceedings of in-person court sessions, remote hearings and conferences, and other proceedings held before U.S. District Judges and Magistrate Judges and for the transcription of those proceedings upon request.
- Ability to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the Judges of the Court.
- Possess the knowledge, skill and ability to produce accurate, simultaneous Realtime translation utilizing computer-aided transcription equipment.
- Must be familiar with and adhere to all requirements of the Court Reporter Management Plan for the District.
- Provide and maintain his or her own court compatible equipment and software, e.g. computer, display writer, cable, Realtime software.
- Comply with all administrative duties assigned by their supervisor and the Court.

Qualifications:

- Candidate must possess:
- At least four years of prime court reporting experience as a freelance reporter or as an official court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA), or have passed an equivalent qualifying examination.
 - Demonstrated proficiency as a Realtime Court Reporter;
 - Skill in the use of computer-aided transcription equipment;
 - All necessary personal equipment and software (e.g. computer, a display, write, cable and Realtime software).
 - Strong interpersonal skills; maturity; responsibility; poise; tact; good judgment; initiative; ability to work harmoniously with others and effective oral and written communication skills and a commitment to public service.

- Court-Preferred Skills:**
- Successful completion of the Certified Realtime Reporter Examination offered by the National Court Reporters Association or having passed an equivalent qualifying examination;
 - Successful completion of Registered Merit Reporter examination.

Applicant Information: Applicant must be a U.S. citizen or be eligible to work in the United States.

Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.

The selected candidate will be subject to a background check as a condition of employment.

All appointments subject to mandatory electronic funds transfer for payment of net pay.

Applicants selected for interviews must travel or relocate at their own expense.

The incumbent is subject to a six (6) month probationary period.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

Benefits:

Federal benefits include participation in the Federal Employee's Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Dental and Vision Programs, Thrift Savings Plan (similar to 401K plan with employer matching contributions), paid holidays, and annual/sick leave accrual. More detailed benefits information can be found on our web site at www.rid.uscourts.gov.

Application Procedure:

Qualified applicants should submit an original:

- Letter of interest
- Detailed resume
- Completed Application for Judicial Employment, form AO-78 (available at <https://www.uscourts.gov/forms/AO078.pdf>;

Email your application materials in PDF format to:

Human Resources
Subject RE: 23-01
U.S. District Court
1 Exchange Terrace
Providence, RI 02903
HR@rid.uscourts.gov

*Please include 23-01 in the subject line of your email.

Due to the volume of applications received, the U.S. District Court will only communicate with those individuals who will be interviewed for open positions. Only qualified applicants will be considered.

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THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER