

OFFICE OF THE CLERK OF COURT
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF WYOMING

Position: Official Court Reporter

Location: Cheyenne, Wyoming

Salary Range: \$60,215 - \$72,258

Closing Date: June 16, 2003

Position Overview

The United States District Court for the District of Wyoming is seeking applicants for the position of Official Court Reporter. The U.S. District Court offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. The position of Official Court Reporter offers competitive wages, and a host of benefit options. The most suitable applicants will be invited for a personal interview at their own expense.

Occupational Duties

The Court Reporter performs court reporting services in all judicial proceedings. 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. Realtime proficiency is required.

Official Court Reporters follow the requirement of the Judicial Conference and the Administrative Offices Court Reporter Management Plan.

Qualifications/Salary :

At least four years of prime court reporting experience in the freelance field or a combination of court and freelance experience, a listing on the registry of professional reporters of the National Court Reporters Association (NARA) and RPR certification.

Preferred Skills:

Possess Realtime Certification From NCRA or USCRA
Possess a Certificate of Merit from the National Shorthand Reporters Association
Possess software and hardware used to produce Realtime Transcripts in the courtroom

Level 1 \$60,215 Starting Salary

Level 2	\$63,227	Requires longevity or merit certification
Level 3	\$66,237	Requires either realtime certification, or longevity and merit certification
Level 4	\$69,248	Requires realtime certification and longevity, or realtime and merit certification
Level 5	\$72,258	Requires realtime certification, and longevity, and merit certification

longevity = ten years of service in the federal courts

merit certification = registered merit reporter certificate from the National Court Reporters Association (NCRA)

realtime certification = successful completion of a certified realtime examination by NCRA or equivalent exam

Note: Transcript fees are in addition to salary. The Judicial Conference of the United States determines maximum allowable transcript fees.

HOW TO APPLY

Submit cover letter, resume, a list of references, and a photocopy of any certifications you possess in an envelope marked **CONFIDENTIAL** to:

United States District Court
 Attn: Human Resources Division
 Joseph C. O'Mahoney Federal Center
 2120 Capitol Avenue - Room 2141
 Cheyenne, WY 82001

307-433-2120

*You can obtain an application from on our web page at:

<http://www.ck10.uscourts.gov/wyoming/district/index.html>

Completed applications and all requirements listed above must be postmarked no later than June 16, 2003.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF WYOMING IS AN
 EQUAL OPPORTUNITY EMPLOYER