



# NOTICE OF POSITION VACANCY OFFICIAL COURT REPORTER CHEYENNE, WYOMING

Job Announcement 2020-09

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**SALARY RANGE:** **\$81,817 - \$94,089**

**Level 1:** Starting salary - \$81,817

**Level 2:** Starting salary plus 5% (Requires merit certification)

**Level 3:** Starting salary plus 10% (Requires realtime certification)

**Level 4:** Starting salary plus 15% (Requires realtime certification and merit certification)

**Merit Certification:** Registered merit reporter certificate from the National Court Reporters Association (NCRAQ)

**Realtime Certification:** Successful completion of a certified realtime examination by NCRA or equivalent exam

**LOCATION:** **Cheyenne, Wyoming**

**CLOSING DATE:** **November 4, 2020**

The United States District Court for the District of Wyoming is seeking applications for the position of full-time Official Court Reporter in Cheyenne, Wyoming. Incumbent performs court reporting services for all judicial proceedings and produces transcripts. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts, The Court Reporter's Manual and the Court Reporter Management Plan of this Court.

## **OVERVIEW:**

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production and earnings. Travel may be required.

## **RESPONSIBILITIES**

- Attend and record verbatim by shorthand court sessions; read back all or any portions of court record as required.
- Provide realtime feed to Court and judicial staff for proceedings.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts to the Court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recordings have been certified and maintained in the office of the official court reporter or in the Office of the Clerk of Court as outlined in the Court Reporter Management Plan of this Court.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

## **QUALIFICATIONS**

- Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof.
- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Knowledge of and experience with computer assisted transcription (CAT). Must possess and provide all necessary personal equipment and software.
- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred.
- Qualified by testing for listing in the Registry of Professional Reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Certificate of Merit from the National Court Reporters Association and realtime certification is preferred.
- Self-starter, mature, highly organized; possess tact, good judgment, poise and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Ability to work well under pressure. Communicate effectively, both orally and in writing.

## **BENEFITS:**

A generous benefits package is available to full-time employees which includes:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years

- Paid sick leave in the amount of 13 days per year
- Participation in the Federal Employees Retirement System (FERS) with employee contribution and full social security coverage
- Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, Flexible Benefits Program, Long-Term Care Insurance, Thrift Savings Plan

### **CONDITIONS OF EMPLOYMENT:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment.
- Appointment is provisional and contingent upon successful completion of a favorable suitability determination, reference check, and background check and fingerprinting.
- Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.
- The Court is not authorized to reimburse candidates for travel or moving expenses.

### **HOW TO APPLY:**

Applicants will be required to submit the following:

1. [AO78](https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment) (which can be found on the US Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
2. Cover letter
3. Resume (including day and evening telephone numbers)
4. Three professional references with contact information

Applications can be submitted electronically via email in **ONE PDF** to: [hr@wyd.uscourts.gov](mailto:hr@wyd.uscourts.gov).

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER**