



United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court

Career Opportunity Announcement 2024-08

Position Title: **Official Court Reporter**

Classification level: Court Reporter Levels 1, 2, 3, 4

Salary Range: Court Reporter (CR) salaries listed below are full-time annual salary. Salary will be prorated to account for part time status.

CR Level 1 – \$92,739

CR Level 2 – Merit Certification Required, \$97,375

CR Level 3 – Realtime Certification Required, \$102,013

CR Level 4 – Realtime and Merit Certification Required, \$106,650

Salary is commensurate with the experience and certification requirements as governed by the Administrative Office of the U.S. Courts.

Preference may be given to applicants having passed the Certified Realtime Reporter (CRR) examination from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination. An equivalent examination must meet or surpass the established standards for the CRR certificate.

Preference may be given for applicants holding the Registered Merit Reporter (RMR) certificate from the NCRA or successful completion of an equivalent examination. An equivalent examination must meet or surpass the established standards for the RMR certificate.

Position Type: Part time (20 hours per week)

Location: Peoria or Springfield, IL

Opening Date: **Friday, September 6, 2024** Closing Date: **Friday, September 27, 2024**

The United States District Court for the Central District of Illinois is seeking applicants for the position of Official Court Reporter, reporting directly to the Clerk of Court. Official Court Reporters perform court reporting services for any judicial proceeding as required and produces transcripts. Court Reporting services are performed in person or remotely, depending on Court needs and the requirements of the Judge. We are seeking a highly motivated individual to join our team of professionals in the Peoria or Springfield division.

Duties and Responsibilities:

- Attends and records verbatim proceedings held before the U.S. District Judges and U.S. Magistrate Judges and makes a transcription of those proceedings, upon request. Reads back all or any portions of the court record.
- Produces transcripts within strict time limitations and works as part of a team of reporters for the Judges of the Court.
- Produces high volumes of daily and expedited transcripts utilizing computer-aided translation (CAT).
- Delivers and/or mails prepared official transcripts.
- Provides transcripts and/or realtime feeds to the Court upon request, without charge.
- Certifies and files the original transcripts with the Clerk of Court.
- Maintains accurate and legible records which are subject to audits.
- Responds timely to official correspondence, emails, phone calls, and instant messages. Complies with all the administrative duties assigned by the Clerk of Court or Judge.
- Maintains self-owned, audio-capable steno writer and CAT system and equipment capable of realtime output and audio recording; and maintains service contracts and support for equipment and software.
- Must be able to take court proceedings remotely, as required, utilizing video and phone conferencing, using reliable internet service.
- Travel to all divisional offices, as needed.

Qualifications:

- Candidate must possess a minimum of four years of prime court reporting experience in the freelance field of service or in other courts or a combination of both.
- Preference will be given to applicants having passed the Certified Realtime Reporter (CRR) examination from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination. An equivalent examination must meet or surpass the established standards for the CRR certificate.
- Preference will be given for applicants holding the Registered Merit Reporter (RMR) certificate from the NCRA or successful completion of an equivalent examination. An equivalent examination must meet or surpass the established standards for the RMR certificate.

Court Preferred Skills:

The successful candidate should demonstrate excellent organizational and interpersonal skills and the ability to work well under pressure. This position also requires strong motivation, initiative, attention to detail and the ability to handle multiple priorities and tasks simultaneously. The Official Court Reporter will be communicating routinely with Judges, attorneys and management; therefore, the candidate should demonstrate the ability to communicate professionally, both orally and in writing. Knowledge of courtroom procedures, methods of reporting courtroom proceedings and legal terminology is desired. The incumbent must be able to handle confidential matters appropriately. Proficiency and experience in the use of computers is highly preferred.

Benefits:

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and eleven paid holidays per year.

How to Apply:

Qualified candidates are invited to submit a cover letter, comprehensive resume of education and employment, proof of court reporter certifications, and an *Application for Judicial Branch Employment* (AO 78) available online at www.ilcd.uscourts.gov/employment. Application packets may be submitted by email to joellen_rankin@ilcd.uscourts.gov (one pdf attachment please) or by mail to:

U.S. District Court
Vacancy 2024-08
210 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Applications must be received by the close of business on **Friday, September 27, 2024**.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. More than one position may be filled from this announcement. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only applicants selected for an interview will be contacted. Promotion potential will be considered without further competition.

As a condition of employment, the selected candidate must successfully complete a background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER