

UNITED STATES DISTRICT COURT
Southern District of Indiana
Indianapolis Division

OFFICIAL COURT REPORTER

This is a temporary position scheduled for one year, beginning October 1, 2019, with the possibility of renewal.

Salary: \$80,170 - \$96,204

depending on qualifications and experience

CLOSING DATE: Friday, June 28, 2019

The United States District Court for the Southern District of Indiana is accepting applications for a temporary Federal Court Reporter position located in the U. S. Courthouse in Indianapolis, Indiana. The Official Reporter is required to attend and record verbatim such court sessions or other proceedings as specified by statute, rule, or order of the court, and transcribe those proceedings when requested by the court or any party who has agreed to pay the fees established by the Judicial Conference of the United States. Remuneration for the position includes the base salary per annum in the range stated above, plus transcription fees, health and life insurance, and retirement benefits. The Official Reporter is required to provide his/her own reporting and transcribing equipment, paper supplies, postage, telephone, and copy services.

Official Court Reporters report directly to the Clerk of Court and must adhere to the requirements of the District's Court Reporter Management Plan, the Court Reporter's Manual published by the Administrative Office of the US Courts, and the policies of the Judicial Conference. This position is responsible for completing record-keeping forms, documenting information contained in reports, and maintaining and safeguarding records until their disposition according to statutory requirements.

This one-year term of the position, subject to renewal, begins October 1, 2019.

QUALIFICATIONS: Applicant shall possess, at a minimum, four years of prime court reporting experience in either the freelance field of service or in other courts, or a combination thereof, and must have qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination. **Special consideration will be given to candidates with Merit and Realtime Certifications.**

Regardless of certification level, the incumbent must provide realtime reporting services to the presiding Judge. To provide such service, the court reporter must purchase and install Bridge Mobile software (approximate cost of \$270/year, payable by the court reporter and non-reimbursable).

To qualify for Level 1 Basic Requirements (\$80,170): Applicants must have a minimum of four years of prime court reporting experience obtained through freelance work, work

in other courts, or a combination of both kinds of work. In addition, qualified applicants must have passed the Registered Professional Reporter (RPR) examination or an equivalent qualifying examination.

To qualify for Level 2 (\$84,179): Applicants must have the Level 1 basic requirements and must have a Certificate of Merit from the National Court Reporters Association (or the equivalent) OR must have the basic requirements plus ten years of full-time federal court reporting experience.

To qualify for Level 3 (\$88,186): Applicants must have the basic requirements and a Certificate of Merit from the National Court Reporters Association (or the equivalent), plus ten years of full-time federal court reporting experience OR must have the basic requirements plus Realtime Certification.

To qualify for Level 4 (\$92,195): Applicant must have the basic requirements, a Certificate of Merit from the National Court Reporters Association (or the equivalent), and Realtime Certification OR must have the basic requirements, ten years of full-time federal court reporting experience, and Realtime Certification.

To qualify for Level 5 (\$96,204): Applicants must have the basic requirements, a Certificate of Merit from the National Court Reporters Association (or the equivalent), ten years of full-time federal court reporting experience (if hired prior to October 11, 2009), and Realtime Certification.

APPLICATION INSTRUCTIONS: Qualified applicants must submit a cover letter indicating why they are interested in the position, a résumé, a completed application form AO 78 (see fillable form linked below), test scores, copies of all certificates and credentials from the National Court Reporters Association or other equivalent qualifying organization, and a separate list of three references with telephone contact information.

All of the above items should be emailed as one single PDF document to HRsubmit@insd.uscourts.gov no later than 5:00 pm eastern time, Friday, June 28, 2019. The subject line should note the applicant's name and contain the words Court Reporter. Applications will be reviewed as they are received and the position may be filled prior to the Application Deadline. Neither faxed nor mailed résumés will be accepted, nor automatic Indeed or Career Builder replies. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

[Judicial Application Form AO 78](#)

The above form is in PDF format and can be viewed or printed using Adobe's Acrobat® Reader, which is available free by [clicking here](#). To save the file to your local machine, right click on the link, then click on "Save link as."

BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice.
- Participation in the Federal Employees Retirement System.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.