



## Vacancy Announcement

### United States District Court – Western District of Missouri

Position:	Realtime Court Reporter
Position Time Limit:	One year and one day appointment
Position Number:	RCR-09-18
Location:	Kansas City, Missouri
Salary Grade/Range:	CR Levels 1-5 = \$78,774 - \$94,493, plus transcripts (Starting salary based on being Realtime certified by NCRA and/or equivalent and years of federal court reporting experience, see charts below)
Opening Date:	Thursday, September 20, 2018
Closing Date:	Thursday, October 4, 2018 by noon CST

#### Overview of Position

The United States District Court for the Western District of Missouri is accepting applications from qualified candidates for a full-time Realtime Court Reporter position. This position reports directly to the Court Reporter Coordinator. The incumbent will be a pool reporter (available to assist any judge at any location as needed). Therefore, although the position is located in Kansas City, travel to the divisional offices in Jefferson City and Springfield will be required.

#### Responsibilities

- A Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record and transcribe verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations.
- 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. Responsible for determining that billings and formats comply with the Judicial Conference requirements. Maintains accurate, legible records which are subject to audits. Must complete record-keeping forms, documenting information contained in reports, as well as maintaining and safeguarding records until their disposition, according to the statutory requirements and Judicial Conference policy. Court Reporters are required to travel to divisional offices for court proceedings as necessary.
- Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audit. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.
- Additionally, all court employees are *at will*, and therefore serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and *The Court Reporter's Manual* published by the Administrative Office of the United States. The Court requires employees to adhere to a Code of Conduct for Judicial Employees.

#### Required Minimum Qualifications

All newly appointed court reporters employed by this court **are required** to utilize and have certification in Realtime Court Reporting (certified Realtime examination by NCRA or equivalent as defined by the United States Courts) in addition to skill and experience in Computer Aided Transcription (CAT).

The incumbent 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 thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

### Conditions of Employment

Selectee will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed.

Selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment (For non-U.S. citizens, please see: [https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens))

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts are part of the federal judiciary.

### Salary Levels and Specialized Experience

Court Reporter salary levels are based on hire date, years of service, and certifications as shown in the charts below.

NOTE: NCRA certifications may be substituted with equivalent certification as defined by the United States Courts.

#### *Court Reporters hired by the Judiciary **BEFORE** October 11, 2009 who want to transfer:*

**Level 1** (\$77,316) – Must possess four years of court reporting experience in the freelance field of service in other courts or a combination thereof; and be an NCRA Registered Professional Reporter (RPR).

**Level 2** (\$81,181) - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a United States District Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be an NCRA Registered Merit Reporter (RMR).

**Level 3** (\$85,048) - Must be either an NCRA Certified Realtime Reporter (CRR); or possess ten (10) years of court reporting experience for a United States District Court AND be a Registered Merit Reporter (RMR).

**Level 4** (\$88,913) - Must be a Certified Realtime Reporter (CRR) **with either**: ten (10) years of reporting experience for a United States District Court, or Registered Merit Reporter (RMR).

**Level 5** (\$92,779) - Must be a Certified Realtime Reporter (CRR); **AND** have ten (10) years of reporting experience for a United States District Court; **AND** be a Registered Merit Reporter (RMR).

#### *Court Reporters hired by the Judiciary **AFTER** October 11, 2009:*

**Level 1** (\$77,316) – Must possess four years of court reporting experience in the freelance field of service in other courts or a combination thereof.

**Level 2** (\$81,181) – 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 thereof; **AND** must be a NCRA Registered Merit Reporter (RMR).

**Level 3** (\$85,048) - 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 thereof; **AND** must be a NCRA Certified Realtime Reporter (CRR). NCRA certification may be substituted with equivalent certification as defined by the United States Courts

**Level 4** (\$88,913) - 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 thereof; **AND** must be a NCRA Certified Realtime Reporter (CRR) or equivalent as defined by the United States Courts **AND** a Registered Merit Reporter (RMR).

## Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
  - 13 days of paid annual leave (for up to three years of federal service)
  - 20 days of paid annual leave (from 3-14 years of federal service)
  - 26 days of paid annual leave (15 or more years of federal service)
  - 13 days of paid sick leave (unlimited accumulation)
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability
- Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)
- Retirement System
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Application Procedures

**Applicants must submit all of the following to be considered:**

- A cover letter;
- A detailed resume;
- Contact information for three **professional** references;
- Copy of NCRA Realtime Certificate (also Merit Certificate if applicable); and
- A completed application for Judicial Branch Federal Employment – form AO78 (see link below)

Link to form: <http://www.uscourts.gov/forms/AO078.pdf>

Kathy Popejoy  
U.S. District Court - Western Missouri  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO, 64106  
or via email to: [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)

## Miscellaneous Information

Only qualified applicants who submit **all the required items** listed above will be considered for this position. Only those candidates selected for an interview will be contacted. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.