



Vacancy Announcement United States District Court – Western District of Missouri

Position: Court Reporter
Position Number: CR-11-21
Location: **Kansas City, Missouri**
Salary Grade/Range: CR Levels 1-5 = \$83,476 - \$100,172, plus transcripts (Starting salary based on certifications and/or years of federal court reporting experience, see charts below)
Opening Date: Wednesday, November 3, 2021
Closing Date: Open Until Filled

Overview of Position

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

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, and 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 and is responsible for determining that billings and formats comply with the Judicial Conference requirements.
- Court reporters must adhere to 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.
- Court reporters are responsible for their own office supplies, office equipment (including computer hardware and software), postage, and delivery charges.
- 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 Reporters' 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 have the ability to utilize realtime court reporting skills and equipment, in addition to skill and experience in computer-aided transcription (CAT). Current court reporters utilize Eclipse or Case CATalyst software. If incumbent does not have realtime certification when hired, they must test for and obtain realtime certification (Certified Realtime Reporter examination by NCRA or equivalent as defined by the United States Courts) within one year (52 weeks) from appointment date.

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. They also must possess the Registered Professional Reporter (RPR) certification from the National Court Reporters Association, or an equivalent qualifying examination.

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 (\$83,476) – 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 (\$87,650) - 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 (\$91,824) - 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 (\$95,997) - 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 (\$100,172) - 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 (\$83,476) – Must possess four years of court reporting experience in the freelance field of service in other courts or a combination thereof.

Level 2 (\$87,650) – 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 (\$91,824) - 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 (\$95,997) - 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).

Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment (non-U.S. citizens refer to: https://help.usajobs.gov/index.php/Employment_of_Non-citizens.) Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policies and Procedures and the Western District of Missouri's Employee Manual, and are bound by the ethical standards established by the Judge and the Code of Conduct for Judicial Employees. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

Benefits

The Court offers a robust benefits package to include the following:

- 11 Paid Holidays each calendar year
- Annual 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)
- Sick Leave
 - 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

Qualified applicants must submit all the following to be considered:

- A cover letter.
- A detailed resume.
- Contact information for three **professional** references.
- Copies of Certifications (NCRA Realtime, Merit Certificate, etc.), if applicable.
- A completed AO-78 Application for Judicial Branch Federal Employment form (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>).

Submit application materials to Kathy Popejoy in HR via email: kathy_popejoy@mow.uscourts.gov

Please note: documents should be submitted via email as a single PDF file.

Miscellaneous Information

Only qualified applicants who submit **all the required documents** listed above will be considered for this position. Only those candidates selected for an interview will be contacted. If you are not notified, another applicant was selected for the position. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Kathy Popejoy in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case-by-case basis.

The court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.