



**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH**  
ST. GEORGE, UTAH

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**VACANCY ANNOUNCEMENT**

**OFFICIAL COURT REPORTER  
(HALF TIME)  
10-UTD-19**

OPEN DATE: DECEMBER 16, 2019

CLOSE DATE: JANUARY 7, 2020

The U.S. District Court for the District of Utah is seeking highly qualified applicants for a half-time Official Court Reporter position in St. George, Utah.

An Official Court Reporter serves the judges of the District of Utah and is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the 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 of the United States. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcription production, and earnings. Some travel may be required.

**REPRESENTATIVE DUTIES:**

- Perform verbatim reporting services for any proceeding as specified by statute, rule, or order of the court.
- Report all proceedings using stenographic shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription.
- Provide “Realtime” reporting upon request of a party who has agreed to pay the fees established by the court and the Judicial Conference.
- Provide without charge “Realtime” feed to the judge, as requested, and delivery of translation to the judge following adjournment.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Judicial Conference.
- If directed by the court provide without charge transcripts of any proceedings.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames established by the court and consistent with the fees established by the Judicial Conference.
- File a transcript or provide an electronic sound recording to the court without charge, of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with formatting and billing requirements established by the Judicial Conference and perform other administrative duties and requirements as assigned by the Clerk of Court or the court.
- Perform other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

For consideration, applicants must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination such as the Certified Shorthand Reporter (CSR) Examination.

Applicants who have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or other organization of recognized standing are highly preferred. Preference will be given to applicants who have also passed the Registered Merit Reporters (RMR) examination.

The successful incumbent should be mature, organized, and poised; demonstrate initiative, possess tact and good judgment, maintain a professional appearance and courteous demeanor, work harmoniously with others in a team-based organization, communicate effectively both orally and in writing. The incumbent must be able to balance the demands of varying workload responsibilities and deadlines. Time management skills, including the ability to adjust to conflicting duties and demands with composure and discretion are essential.

**SALARY AND BENEFITS:**

Salary amounts listed are based on a half time position:

Level 1: \$39,775 (Must meet minimum experience requirements)

Level 2: \$41,764 (Level 1 & Registered Merit Reporter Certification)

Level 3: \$43,752 (Level 1 & Realtime Certification – Preferred)

Level 4: \$45,741 (Level 1 & both Registered Merit Reporter Certification & Realtime Certification)

Official Court Reporters also retain fees from transcripts sold to private parties at rates established by the Judicial Conference. Transcripts requested by the court must be furnished without charge, and copies of all transcripts are required to be filed with the Clerk.

The position falls within the Judicial Branch of the U.S. Government and the benefits include health (prorated cost), dental, vision, life, and long-term care; paid vacation and sick leave; FERS retirement benefits and a tax-deferred savings plan. This position is subject to mandatory direct deposit participation.

**CONDITIONS OF EMPLOYMENT:**

Official Court Reporters are responsible for purchasing their office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software. All application information is subject to verification. Appointment to this position is contingent upon a background investigation, including an FBI fingerprint check. The Official Court Reporter serves at the pleasure of the court and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States.

**APPLICATION INSTRUCTIONS:**

Qualified candidates are invited to submit:

1. Letter of interest, specifying interest in a part-time position
2. Detailed resume including education, previous employment, and salary history
3. Application for Judicial Branch Employment (AO78)
4. Copies of all NCRC Certifications

The [application form](#) (AO78) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages must be received by Tuesday, January 7, 2020. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applications selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email completed application packages to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov) or mail to:

**United States District Court  
Human Resources Office  
Attn: Court Reporter Position  
351 S. West Temple  
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER