



United States District Court, Northern District of Indiana
204 S. Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Vacancy Announcement Number: 2023-06

VACANCY NOTICE			
Position Title:	Official Court Reporter (Realtime Proficient)	Opening Date:	November 17, 2023
Number of Vacancies:	1-2	Closing Date:	Open until filled.
Duty Station:	South Bend, Indiana		
Salary:	Level 1-5* (\$88,333 to \$105,999, plus authorized transcript fees)** <i>*Level 5 is only applicable to current Federal Judiciary court reporters hired before 10/11/2009 who are currently a Level 5 and who would be transferring without a break in service. **Salary is commensurate with experience and certification requirements as governed by the Administrative Office of the United States Courts. 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 from appointment date.</i>		

Introduction:

The Clerk's Office of the United States District Court for the Northern District of Indiana is accepting applications from qualified candidates for a full-time Official Court Reporter in the South Bend Division. In addition to the current vacancy, an eligibility list of qualified candidates will be developed from this recruitment to fill potential future vacancies. The Northern District Court consists of 102 employees, including 14 judicial officers. The district has three divisions: South Bend, Fort Wayne, and Hammond (the Hammond division has offices in Hammond and Lafayette). The Indiana Northern District Court covers 32 counties in the northern half of the State of Indiana. Official Court Reporters report primarily for their assigned judge but are employed *en banc*, so travel to other divisional offices for court proceedings is required as needed. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts, the district's *Court Reporter Management Plan*, and all other policies of the Clerk's Office. Official Court Reporters are supervised by the Division Manager and report to the Clerk of Court or their designee.

Representative Duties and Responsibilities:

Perform court reporting services as specified by statute, rule, or order of the court for any judicial proceeding as may be required. Record verbatim testimony of courtroom proceedings using Computer Aided Transcription (CAT) equipment. Provide Realtime services when requested. Read back all or portions of the court record as required. Work well under pressure. Have the ability to work extended court hours. Transcribe proceedings requested by the judicial officer or by a party in accordance with deadlines and fee limitations set by the Judicial Conference. Electronically file with the Clerk of Court a copy of all transcripts prepared. Promptly certify and file all original shorthand notes or other records made of court sessions or other proceedings with the Clerk of Court in accordance with national requirements and the district's *Court Reporter Management Plan*. Ensure billings and formats comply with Judicial Conference requirements. Maintain accurate and legible records, which are subject to audits. Supply all personal equipment, software, and supplies necessary for this position. Timely completion of all reports required by the Administrative Office, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy, is expected. Work well as part of a team to serve all of the judges of the Court. Perform other duties as assigned.

Qualifications and Requirements:

The successful candidate must possess excellent organizational skills, strong interpersonal skills, maturity, responsibility, poise, tact, good judgment, initiative, effective oral and written communication skills, and the ability to work harmoniously with others.

Level Requirements:

Level 1: Must be a high school graduate or equivalent and must possess at least four years of prime court reporting experience and some stenographic CAT experience in the freelance field of service or in other courts or a combination of such experience. Must also have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

To qualify above Level 1, the candidate must meet the qualifications in Level 1 and:

Level 2: Requires Merit Certification from NCRA or equivalent exam.

Level 3: Requires Realtime Certification from NCRA or equivalent exam.

Level 4: Requires Merit and Realtime Certifications from NCRA or equivalent exam.

Level 5*: Requires Merit and Realtime Certifications from NCRA or equivalent exam and is only applicable to current Federal Judiciary court reporters hired before 10/11/2009 who are currently a Level 5 and who would be transferring without a break in service.

Equivalent Qualifying Examinations:

The NCRA examination for listing on the registry of professional reporters consists of a written knowledge section plus a skills section. The skills section requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes.

Professional associations (other than the NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration should be evaluated on a case-by-case basis as the requirements change from time-to-time.

Additional Requirements:

- Realtime court reporting proficiency is required.
- Within one year from the date of appointment, Certified Realtime Reporter (CRR) examination by NCRA or an equivalent examination as defined by the United States Courts and CRR certification are required.
- Must own, maintain, and keep current all equipment and supplies necessary for this position, including but not limited to computer equipment; hardware and software; printers; audio-capable steno writer; compatible CAT equipment and software; and service contracts for support of same.
- Must have experience with video and phone conferencing and the ability to produce a remote Realtime feed, including any software/hardware needed to facilitate same.
- Must possess a commitment to public service.

Court Preferred Qualifications:

Reporters with state or federal court experience are highly desired.

Conditions of Employment:

The incumbent is prohibited from contract work outside of the Court. Judiciary employees are required to adhere to the [Code of Conduct for Judicial Employees](#). This position is classified as a sensitive position. The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history *prior* to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, are not subject to the employment regulations of competitive service and are "at-will" employees who can be terminated with or without cause by the Court. The successful candidate for this position will be required to comply with any court policy in place regarding vaccination. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Benefits:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes paid federal holidays, annual and sick leave accrual, a Basic Benefit Plan (Annuity), and a defined contribution retirement savings and investment plan with capped matching employer contributions. Benefits also

include the option of participating in an employer subsidized Federal Employees Health Benefits (FEHB) Program and Federal Employees Group Life Insurance (FGLI) Program. Additional supplemental benefits include the Federal Employees Dental and Vision Insurance Program (FEDVIP), a Commuter Benefit Program; Long-Term Care Insurance; private long-term disability plan; and a Flexible Benefits Program. A Public Service Loan Forgiveness Program is available to certain eligible full-time employees with qualifying student loans. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits. See the United States Courts' website for an overview of [Federal Judiciary benefits](#). Once deemed proficient, this position is eligible for some remote work in accordance with the current telework policy.

Application Process:

Qualified applicants are invited to submit a cover letter, Résumé, Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#) (do not complete questions 18-20), applicable certification(s), and three professional references. Submit **all** material in a **single pdf** via email to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **Incomplete packets may not be considered.** Verification of employment, education, and reference checks may be made prior to any offer of employment. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Applicants scheduled to interview should advise Human Resources if any accommodation will be necessary. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. *Only those applicants selected for an interview will be contacted.*

The District Court of Northern Indiana reserves the right to modify the conditions of this job announcement, and/or to withdraw it. More than one position may be filled from this announcement. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool without further advertisement and competition. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.