



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
O: (612) 664-5440
HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
Court Reporter
Vacancy Announcement #: 2024-02**

ANNOUNCEMENT DATE: April 11, 2024

CLOSING DATE: Preference given to applications submitted by April 24, 2024, 4:00 p.m. Central Time.

POSITION: Court Reporter, Full-time

STARTING LEVEL/SALARY: CR Level 3-CR Level 5 (\$100,939-\$121,127) - Depends on qualifications

AREA OF CONSIDERATION: Internal and External

LOCATION: St. Paul, MN

POSITION OVERVIEW

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Court Reporter to office in St. Paul, Minnesota with travel to Minneapolis, Duluth, Fergus Falls, and Bemidji as required.

The primary focus of the Court Reporter is to provide court reporting services to the Court. In general, Court Reporters receive a primary assignment to cover the needs of one judge (in this instance, Judge Jeffrey M. Bryan), though the Court Reporter serves the Court en banc, and can be called upon to cover court reporting of proceedings held before the Court, and for the transcription of those proceedings upon request.

REPRESENTATIVE DUTIES

- Attend and record verbatim proceedings held before United States district and magistrate judges, and transcribe those proceedings upon request;
- Read back the court record as required;
- Create audio recordings of pleas, arraignments and proceedings in connection with the sentencing of criminal defendants;
- Transcribe digital audio recordings;
- Upload audio recordings, transcripts, reports and other documents;
- Work as part of a team of reporters for the judges of the court;



- Adhere to all requirements of the Court Reporter Management Plan for the District and the Guide to Judiciary Policy;
- Perform administrative duties as assigned;
- Requires occasional travel within the district, as needed.

MINIMUM QUALIFICATIONS

- Must possess a minimum of four years of prime court reporting experience in a court, the freelance field, captioning, or a combination thereof.
- Must have passed the Registered Professional Reporter (RPR) examination of the National Court Reporters Association (NCRA).
- Must have passed the Certified Realtime Reporter (CRR) examination or equivalent qualifying examination.
- The successful candidate must possess excellent organizational skills and communication skills to permit the production of transcripts within strict time limitations, work well under pressure, and be willing to work as part of a team of court reporters under the direction of the Clerk of Court in fulfilling the needs of all judicial officers of the court. The Candidate must possess tact, judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

PREFERRED QUALIFICATIONS

- Special consideration will be extended to reporters who hold a Registered Merit Reporter (RMR) certification.
- Prior judiciary experience is strongly preferred.
- Case Catalyst software strongly preferred. Transitioning to Case Catalyst will be required within 6 months of hire in order to coordinate with other Court Reporters on staff.
- Strong written and verbal communication skills are required. Strong organizational skills and the ability to prioritize a large volume of work are required.

ANNUAL SALARY RANGE

CR LEVEL 3: \$111,034 (requires Realtime Certification)

CR LEVEL 4: \$116,080 (requires Realtime and Merit Certification)

CR LEVEL 5: \$121,127 (current Federal Official Court Reporter hired before October 11, 2009, with ten (10) years of service, Merit, and Realtime Certification)

Merit Certification: Registered merit reporter certificate from NCRA

Realtime Certification: Successful completion of the Certified Realtime Reporter examination by NCRA or the FCRR (Federal Certified Realtime Reporter) examination administered by the United States Court Reporter Association.



ENVIRONMENTAL DEMANDS

- Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, and (5) sit for extended periods.
- Some travel will be required.

OTHER REQUIREMENTS

The successful candidate will be required to maintain personal equipment and ensure it is compatible with court equipment. Official Court Reporters are responsible for purchasing office supplies; equipment including steno machines; computer hardware and software; postage and delivery charges. Official Court Reporters must provide wiring and data communications connections needed to provide Realtime services to parties requesting Realtime services.

APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2024-02 Court Reporter position” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume;
- Cover letter; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates.

Only applicants selected to proceed to the next phase of the selection process will be notified. All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become



eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court is an Equal Opportunity Employer