



# United States Courts District of Montana

## Vacancy Announcement 12D:2021

<b>Position Title:</b>	Court Reporter - Certified Realtime Reporter
<b>Duty Station:</b>	Billings, Montana
<b>Starting Grade/Salary*:</b>	Court Reporter Salary Plan, Levels 1-5 \$82,635-\$99,163 (plus transcript fees)
<b>Status:</b>	Full time, permanent
<b>Announcement Date:</b>	November 8, 2021
<b>Application Deadline:</b>	Open until filled, preference given to applications received by November 22, 2021

\*Starting salary and pay level will be based on qualifications and certifications.

### **Representative Duties:**

Court reporters perform court reporting services for any judicial proceeding as required. Court reporters must possess the knowledge, skill, and ability to produce accurate, simultaneous Realtime translation utilizing computer-aided transcription equipment. The position requires the ability to report verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits. At the request of a party or the Court, the court reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. Court reporters are responsible for determining that billing and formats comply with Judicial Conference requirements. Court reporters must be able to read back all portions of the court record, work well under pressure, work extended hours to meet court needs and/or meet deadlines on transcription orders, and work as part of a team of reporters for the judicial officers of the District of Montana.

Court reporters report directly to the District Operations Manager. Court reporters must adhere to the requirements of the Judicial Conference of the United States; the Court Reporter Act, 28 U.S.C. § 753; and the District of Montana's Court Reporter Management Plan. 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 requirement and Judicial Conference Policy. Court reporters serve en banc, with primary duty stations, and travel to other duty stations as required.

### **Qualification Requirements:**

In order to receive consideration applicants must have the following qualifications:

- Minimum of four years of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof.

- Successful completion of the Registered Professional Reporter (RPR) exam from the National Court Reporter Association (NCRA).
- Must be skilled in the use of computer-aided transcription equipment.
- Official court reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies. Official court reporters must have all necessary equipment to provide Realtime to judges, court staff and attorneys.
- Must have strong interpersonal skills, strong reporting skills, strong administrative management skills, poise, tact, good judgment, initiative, ability to work harmoniously with others and effective oral and written communication skills and a commitment to public service.
- Preferred qualification: successful completion of a certified Realtime examination from NCRA or USCRA.

### **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.

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

**Level 1** (\$82,635) – 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** (\$86,767) - 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** (\$90,899) - 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** (\$95,030) - 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** (\$99,163) - 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** (\$82,635) – Must possess four years of court reporting experience in the freelance field of service in other courts or a combination thereof.

**Level 2** (\$86,767) – 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** (\$90,899) - 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** (\$95,030) - 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).

**Employment Requirements and Selection Process:**

Applicants must be citizens of the United States or be eligible to work in the United States. The incumbent chosen must provide their fingerprints for a background security check. Employees are required to use Electronic Fund Transfer for payroll deposit. The court requires that employees adhere to the *Code of Conduct for Judicial Employees* (available at: <http://www.uscourts.gov/rules-policies/judiciary-policies> ). Employees of the United States Courts are considered “at will” employees, and are not covered by the Office of Personnel Management’s civil service classification system or regulations.

**Information for Applicants:**

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Copy of all court reporter certifications;
- 5) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=p4ezazbn&pos=12D2021>

Please contact the Human Resources Department, if you require alternative application submission options at 406-542-7113 or email [human\\_resources@mtd.uscourts.gov](mailto:human_resources@mtd.uscourts.gov) .

The court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews. Applicants selected for interviews must travel at their own expense. The court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the clerk may elect to select a candidate from the original qualified applicant pool.

The Administrative Office of the United States Courts is an Equal Opportunity Employer.