



Position: Court Reporter

Posting Period: February 18 - March 4, 2015

Classification: CR Level 1-5 (\$82,028 to \$94,333)*
*Based on the qualifications and salary guidelines of the Administrative Office of the U.S. Courts.)

Location: Federal Courthouse, Hammond, Indiana

Introduction:	<p>The United States District Court for the Northern District of Indiana consists of 13 judicial officers and staffs located in four divisional offices throughout the District (South Bend, Hammond, Fort Wayne and Lafayette). The Court covers 32 counties in the northern half of the State of Indiana. This is a full-time position with the Court and is located in the Hammond Division with the primary assignment to a Senior District Judge. Note: This position will be re-evaluated yearly based on the Senior Judges' certification. Court Reporters are supervised by the Clerk and Chief Deputy Clerk.</p>
Representative Duties:	<p>Records verbatim testimony of courtroom proceedings, reads back all or any portions of the court records, works well under pressure, and has the ability to work extended court and transcription production hours within strict time limitations. Performs court reporting services for any judicial proceeding as required. Maintains accurate, legible records which are subject to audits. This position involves completing all necessary 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. The incumbent may be prohibited from contract work outside of the Court.</p>
Qualifications/ Skills:	<p>Must possess at least four years of court reporting experience as a freelance court reporter or official court reporter or a combination thereof; and must hold a current Register Professional Reporter credential from the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Applicants must have the ability to provide realtime court reporting services and be working toward obtaining certification through NCRA or the United States Court Reporters Association (USCRA). Realtime certification is not a requirement in order to apply for this position.</p> <p>Equivalent qualifying examinations:</p> <ol style="list-style-type: none"> 1. The Registered Professional Reporter certification offered by NCRA examination 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 minutes for jury charge, and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes. 2. Professional associations (other than 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.
Conditions of Employment:	<p>This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a fingerprint check. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are excepted service appointments (at will and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay.</p>
Application Process:	<p>Qualified applicants should submit their cover letter, resume detailing qualifications and experience, Application Form AO 78 (available at www.innd.uscourts.gov), photocopy of certification(s) in good standing, and three or more professional references via email to humanresources@innd.uscourts.gov. Only PDF documents will be accepted. Resume packets must be received by 5:00 p.m. CDT March 4, 2015. Only applicants selected for an interview will be notified.</p>