



**United States District Court for the
Southern District of Alabama
Mobile, Alabama**

**VACANCY ANNOUNCEMENT #DC 23-04
OFFICIAL COURT REPORTER**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Official Court Reporter. This permanent position requires scheduled hours of Monday through Friday from 8:00 a.m. until 5:00 p.m. and is located in the Clerk's Office in Mobile, Alabama. This position will be subject to a six-month probationary period.

Position:	Official Court Reporter
Salary Range:	\$88,333 - \$105,999 plus transcripts
Opening Date:	August 30, 2023
Closing Date:	Open until filled

MISSION OF THE CLERK'S OFFICE:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

POSITION OVERVIEW:

Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court.

QUALIFICATION REQUIREMENTS:

To qualify for the position of Official Court Reporter, Realtime proficiency is required and Realtime certification is strongly preferred. Only applicants meeting the following minimum eligibility requirements and qualifications will be considered: Four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings). Reporters shall have tested successfully for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination (if a reporter has qualified by other than NCRA testing, evidence of equivalent certification must be provided). Realtime proficiency and RPR certification is required (the ability to record and transcribe 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony, at 95% accuracy within 75 minutes per leg). Preference will be given to those who have obtained at least one the following certifications: Certified Realtime Reporter through NCRA, Federal Certified Realtime Reporter through United States Court Reporters Association, or equivalent state Realtime certification. Applicants must be skilled in the use of computer-aided transcription equipment. Applicants must also possess and provide all necessary personal equipment and software for preserving and transcribing court proceedings. Travel is required on occasion.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Paid on-site assigned parking
- Public Transit Subsidy Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at-will and can be terminated with or without cause by the court. Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidate will undergo an FBI Background Check and retention will depend upon a favorable suitability determination of the background check. This position is a highly sensitive position within the federal judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year, or five-year, background investigation with periodic updates every five years thereafter.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet, including a letter of interest explaining how their experience relates to the position requirements, a resume detailing all relevant experience, education and skills, and a completed Application for Judicial Branch Employment (Form AO 78) available on the court's website (www.alsd.uscourts.gov). The applicant's packet should be marked "Confidential" and must be received by either U.S. Mail or e-mail as [one pdf document to alsd_hr@alsd.uscourts.gov](mailto:alsd_hr@alsd.uscourts.gov).

**Charles R. Diard Jr., Clerk of Court
United States District Court
Southern District of Alabama
155 St. Joseph Street
Mobile, AL 36602**

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. Please do not inquire about the status of your application. The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement without prior notice. This job announcement may result in filling more than one position.

Equal Employment Opportunity Employer.