



Vacancy Announcement

United States District Court – Western District of Missouri

Position: Realtime Court Reporter
Position Number: RCR-06-15
Location: Kansas City, Missouri
Salary Grade/Range: CR-00 Levels 1-5 = \$74,855 - \$89,826
(Salary based on Realtime experience)
Opening Date: June 3, 2015
Closing Date: June 19, 2015 at noon e

Overview of Position

The United States District Court for the Western District of Missouri is accepting applications from qualified candidates for a full-time Realtime Court Reporter position. This position reports directly to the Court Reporter Coordinator and will be located in Kansas City, Missouri.

Responsibilities

- A Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record and transcribe verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations.
- At the request of a party or by order of the Court, the court reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Responsible for determining that billings and formats comply with the Judicial Conference requirements. Maintains accurate, legible records which are subject to audits. Must complete record-keeping forms, documenting information contained in reports, as well as maintaining and safeguarding records until their disposition, according to the statutory requirements and Judicial Conference policy. Court Reporters are required to travel to divisional offices for court proceedings as necessary.
- Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audit. 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 requirements and Judicial Conference policy.
- Additionally, all court employees are *at will*, and therefore serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and *The Court Reporter's Manual* published by the Administrative Office of the United States. The Court requires employees to adhere to a Code of Conduct for Judicial Employees.

Required Minimum Qualifications

All newly appointed court reporters employed by this court are required to utilize and have certification in Realtime Court Reporting in addition to skill and experience in Computer Aided Transcription (CAT).

The candidate must possess a minimum of four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

Benefits

Employees of the United States Courts are entitled to benefits including leave program, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability), Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions). This position is subject to mandatory electronic direct deposit of salary payments.

Application Procedure

For consideration, qualified applicants **must** apply by sending a PDF or Word file containing a cover letter, detailed resume, three business references and AO78 application form (see link below) to:

Kathy Popejoy
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: kathy_popejoy@mow.uscourts.gov

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Miscellaneous

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the Kathy Popejoy in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. Travel for a personal interview and relocation expenses will not be reimbursed. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.