

## POSITION ANNOUNCEMENT



### UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

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**POSITION TITLE:** Official Court Reporter  
**DUTY STATION:** Birmingham, Alabama  
**OPENING DATE:** March 23, 2022  
**CLOSING DATE:** OPEN UNTIL FILLED

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The starting salary is dependent upon experience and qualifications. This position is permanent; however, the applicant must satisfactorily complete a probationary period of six months.

**DUTIES:** Official Court Reporters are employed by and serve at the pleasure of the Court *en banc*. The court utilizes a "pool" arrangement to support the judges. The official court reporter performs court reporting services for all judicial proceedings as required. At the request of a party or by order of the court, the court reporter provides transcripts within the time prescribed by the court and cost requirements of the Judicial Conference. Additionally, court reporters are responsible for determining that billing and transcript formats comply with Judicial Conference requirements.

Court reporters must adhere to the requirements set out in the Court Reporter Management Plan. Court reporters must maintain accurate, legible records which are subject to audits. This position involves completing record keeping forms; documenting the information contained in their reports and maintaining and safeguarding records until they are disposed of according to statutory requirements and Judicial Conference policy. The position requires some travel.

**QUALIFICATIONS:** The qualifications of a court reporter are determined by the Judicial Conference (28 U.S.C. § 753 (a)). An applicant for appointment shall possess as a minimum requirement at least 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 on the registry of professional reporter of the National Court Reporters Association or passed an equivalent qualifying examination. Registered Professional Reporter certification is required. Although Realtime Certification is preferred, it is not required. However, an applicant must be proficient in realtime.

**SALARY RANGE:**

Level 1 - \$85,080;  
Level 2 - \$89,334 (Certificate of Merit);  
Level 3 - \$93,588 (Realtime Certification)  
Level 4- \$97,841 (Realtime Certification **AND** Certificate of Merit)

**BENEFITS:** Employees of the United States Courts are defined as excepted from the Civil Service. However, employees are entitled to similar benefits as other federal workers. These benefits include:

- 10 paid federal holidays per year
- Choice of medical, dental and vision insurance coverage from a variety of plans
- Group life and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System

The position does not have a regularly scheduled tour of duty and is not covered under the Leave Act. Therefore, this court strongly suggests that all official court reporters take out an income disability insurance policy, which is purchased at their own expense.

**MISCELLANEOUS:** The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or fill the position earlier than the closing date. **More than one position may be filled from this job announcement, including a temporary position with limited benefits.**

**APPLICATION PROCEDURE:** Qualified persons are invited to submit a cover letter and resume and AO-78 Application for Judicial Branch Federal Employment (available at [www.alnd.uscourts.gov](http://www.alnd.uscourts.gov)), and a copy of RPR and other certifications to:

Shiretta Houser  
Human Resources Specialist  
U. S. District Court  
1729 5th Avenue North  
Birmingham, Alabama 35203

This position is subject to mandatory direct deposit of net pay.

The most qualified candidates will be invited for a personal interview. The selected candidate will be subject to fingerprinting and a background check as a condition of employment.

Applicants must be United States citizens.

Only those interviewed will receive notification when the vacancy is filled.

The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

**EQUAL OPPORTUNITY EMPLOYER**