

Certified Realtime Official Court Reporter

Career Opportunity #14-NV-08

Opens: April 4, 2014

Closes: April 25, 2014

The U.S. District Court for the District of Nevada, has an opening for a Certified Realtime Official Court Reporter. This is a full-time position with benefits including annual and sick leave, health and life insurance, employee-paid dental, eye care, long-term disability, and long-term care, pre-tax Flexible Spending Accounts, and retirement. This position is located in Las Vegas, Nevada, with an approximate start date of July 2014.

Duties: A Certified Realtime Official Court Reporter is responsible for reporting verbatim testimony of court and other proceedings as specified by statute, rule or order of the court. This position requires the ability to read back any and all portions of the court record and to produce transcripts within required time limitations, pursuant to transcript guidelines, and consistent with the fee schedule of the Judicial Conference of the United States.

Qualifications: An applicant for appointment as a Certified Realtime Official Court Reporter shall possess the following minimum qualifications:

- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination of both.
- Certification as a Registered Professional Reporter by having passed the National Court Reporters Association Registered Professional Reporter examination, or having passed an equivalent qualifying examination.
- Certification as a Realtime Reporter by having passed the National Court Reporters Association Certified Realtime Reporter examination, or having passed an equivalent qualifying examination.
- Experience with Windows-based Computer Aided Transcription software (Case CATalyst or Eclipse preferred).

Applicants may be asked to take proficiency tests.

Salary: \$81,525 annual for realtime certification or \$85,231 annual for realtime and merit certifications.

To Apply: Please submit a cover letter, a detailed resume outlining personal, educational and professional qualifications, a list of references, and copies of certifications, postmarked no later than **Friday, April 25, 2014** to:

U.S. District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attention: Human Resources

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is completed. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.