

UNITED STATES DISTRICT COURT
Southern District of Indiana - Indianapolis Division
Vacancy Announcement 23-13

Position Title: **Official Court Reporter**

Terms of Employment: Full-time, Excepted Service

Salary:

Level 1:	\$89,144 (starting salary), plus transcript fees.
Level 2:	\$93,601 (starting salary + 5%), plus transcript fees; requires merit certification.
Level 3:	\$98,058 (starting salary + 10%), plus transcript fees; requires real-time certification.
Level 4:	\$102,515 (starting salary + 15%), plus transcript fees; requires real-time and merit certification.

Position Location: United States District Court
46 East Ohio Street
Indianapolis, IN 46204

Closing Date: August 19, 2023 or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a Federal Court Reporter position located in the U. S. Courthouse in Indianapolis, Indiana. Official Court Reporters report directly to the Chief Deputy Clerk and must adhere to the requirements of the District's Court Reporter Management Plan, the Court Reporter's Manual published by the Administrative Office of the US Courts, and the policies of the Judicial Conference.

REPRESENTATIVE DUTIES:

- The Official Reporter is required to attend and record verbatim court sessions or other proceedings as specified by statute, rule, or order of the court, and transcribe those proceedings when requested by the court or any party who has agreed to pay the fees established by the Judicial Conference of the United States.
- The Official Reporter is required to provide his/her own reporting and transcribing equipment, paper supplies, postage, telephone, and copy services.
- This position is responsible for completing record-keeping forms, documenting information contained in reports, and maintaining and safeguarding records until their disposition according to statutory requirements.

QUALIFICATIONS:

- At a minimum, candidates must have four years of prime court reporting experience in either the freelance field of service or in other courts, or a combination thereof, and must have qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination. **Special consideration will be given to candidates with Merit and Realtime Certifications.**
- The successful candidate will be a self-starter who is mature and highly organized; will possess tact, good judgment, poise, and initiative; and will maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills are expected, as is effective communication, both orally and in writing.

Regardless of certification level, the court reporter must have the ability to provide real-time to the presiding judge and court staff. Court reporters may be required to travel occasionally within the district.

APPLICATION INSTRUCTIONS:

Please submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: HRsubmit@insd.uscourts.gov **no later than 4:00 pm eastern time, August 19, 2023**. The subject line must note the applicant's name and contain the words "Court Reporter."

BENEFITS:

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Option for a flexible work schedule, including part-time telework
- Credit for prior government service
- Paid annual and sick leave and applicable paid holidays per year pro-rated for part time employment

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.