

*** CAREER OPPORTUNITY***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Official Court Reporter
Location:	Little Rock Office-Announcement #25-J02
Closing Date:	Open Until Filled, <i>Review of resumes upon receipt</i>
Starting Salary/Range:	\$47,255- 108,686 (Level 1 – 4)* *depending on qualifications and hours of work
Tour of Duty:	20 hours or more per week (Part-time or Full-time Available)

Position Overview: The U. S. District Court for the Eastern District of Arkansas is currently accepting applications for an Official Court Reporter. The position is subject to annual review and approval based upon certification of need by the Court. The official duty station is Little Rock, Arkansas, with required travel to Helena and Jonesboro. There is also occasional out-of-state/district travel if the Court requires it.

The Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to: report and read back verbatim testimony of courtroom proceedings; provide realtime translation for the Court; work extended court hours; produce transcripts within strict time limitations; work effectively in a team-based environment.

Official Court Reporters report to the Court En Banc. They must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits. It is the Official Court Reporter's responsibility to maintain and safeguard records until their disposition, in compliance with statutory requirements and Judicial Conference policy.

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The Official Court Reporter is responsible for purchasing all office supplies and equipment, including portable computer hardware and software. CaseCatalyst or Eclipse software required.

Required Minimum Qualifications: The position requires at least one year of prime stenographic (CAT) court reporting experience in the freelance field, in a court environment, or a combination thereof. A court reporter shall further have qualified by testing and be listed on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination. National Court Reporters Association Certified Realtime Reporter/United States Court Reporters Association Realtime Reporter and Registered Merit Reporter certifications preferred.

Specialized Experience: Court Reporters are grouped for salary purposes as follows:

Level I - (Starting salary) Must possess one year of court reporting experience in the freelance field, in other courts, or a combination thereof; and be a Registered Professional Reporter or equivalent qualifying exam.

Level II - (Starting salary plus 5%) Must possess qualifications for Level 1 plus be a Registered Merit Reporter.

Level III - (Starting salary plus 10%) Must possess qualifications for Level I plus possess realtime certification.

Level IV - (Starting salary plus 15%) Must possess qualifications for Level I plus both realtime and Registered Merit Reporter certifications.

Employees of the U.S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or a permanent resident seeking citizenship. The selected candidate must successfully complete FBI and local background checks as a condition of employment.

To apply, submit resume, including education, experience, and references to:

Clerk, United States District Court #25-J02
600 West Capitol, Room A149
Little Rock, AR 72201-3325
Or
ared_employment@ared.uscourts.gov

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