



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK**

**VACANCY ANNOUNCEMENT #: 19-02**

**Official Court Reporter**

**[Realtime Certified]**

**Level III \$91,220 - Level IV \$95,367**

**Position Closes: Open Until Filled**

**Representative Duties**

The Official Court Reporter attends and records verbatim by computer-aided technology all testimony for civil and criminal court proceedings. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and at the applicable per page rates in accordance with the regulations of the Judicial Conference. Additionally, Court Reporters are responsible for determining that billings and formats comply with Judicial Conference requirements.

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 audits. This position also 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. Occasional travel to the district's Green Bay division may be required.

**Minimum Qualifications**

- Have at least four (4) years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof, and be qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination.
- Possession of and skill in the use of computer-aided transcription equipment.
- Applicant must have Realtime Certification and provide Realtime reporting to judge and possess all necessary Realtime equipment and software.

## **Salary Levels**

Level III - must meet stated minimum qualifications and requires Realtime certification.

Level IV - must meet stated minimum qualifications and requires Realtime certification and merit certification.

## **Information for Applicants**

**If you applied for a Court Reporter position in 2018, you do not need to reapply. Simply send an email to the HR email address below indicating your interest. Please provide any updated information that might have changed.**

Email single PDF containing cover letter, resume, and completed AO 78 Application for Judicial Employment [available on the court's website at [www.wied.uscourts.gov/employment](http://www.wied.uscourts.gov/employment)] to Human Resources: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov). Please use Court Reporter as your subject.

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Only those candidates selected for an interview will be contacted.

Applicants must be U.S. citizen or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

## **Employee Benefits**

Employees of the United States District Court are "at will" employees and ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**