

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: December 18, 2019  
POSITION: Court Reporter (1 full-time & 1 part-time position)  
LOCATION: 300 Quarropas Street, White Plains, NY  
CLASS LEVEL: CR Level 1-4  
SALARY: \$91,511- \$105,237  
(Depending on qualifications)  
CLOSING DATE: Open until filled  
VACANCY NO: 20-06

**DUTIES AND RESPONSIBILITIES:** An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires verbatim reporting of courtroom proceedings, reading back from stenographic notes and maintaining accurate and legible records which are subject to audit. The court reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Reporters must work well under pressure and work as a team of reporters for the judges of the White Plains Court.

**REQUIRED QUALIFICATIONS:** At least four (4) years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts or a combination thereof is required, along with a Registry of Professional Reporters (RPR). Merit certification and realtime certification are strongly preferred. Merit certification requires a registered merit reporter (RMR) certificate from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination. Realtime certification requires a Certified Realtime Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination.

**BENEFITS:** The Federal Judiciary offers a comprehensive benefits package to those who are eligible, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

**APPLICATION PROCEDURE:** To be considered for this position, please submit in one PDF document a resume detailing your education and work experience and a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number and if you are applying for the full-time or part-time position, and identify how your education and/or experience relate to the duties and responsibilities of the position. Please include copies of certificates received. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing your application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for an interview will be contacted. Please submit your application, one PDF document containing a resume, cover letter and certifications to:

[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

**EQUAL OPPORTUNITY EMPLOYER**