



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	June 15, 2017	Grade Range:	CL 25-01 to CL 28-61
Job Announcement No.:	2017-22	Salary Range:	\$43,874 - \$103,446
No. of Vacancies:	One	Closing Date:	June 29, 2017
Position Title:	Court Reporter Coordinator		

The U.S. District Court, Northern District of Illinois is now accepting applications for a Court Reporter Coordinator. This is an excellent opportunity for an individual who is self-motivated with strong interpersonal skills and attention to detail. Serious consideration will be given to those who submit a cover letter, resume and application. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

The Court Reporter Coordinator position is located in the office of the Clerk of Court and reports directly to the Judicial Support Manager. The Court Reporter Coordinator is responsible for scheduling court reporter assignments, arranging for the production of transcripts of court proceedings, handling inquiries from judges, attorneys, and members of the public concerning court reporter activities, and other duties in accordance with the Court's Plan for the Coordination of Official Reporters (Court Reporter Plan).

POSITION DUTIES AND RESPONSIBILITIES

- Calendar court reporting services on a daily basis and make adjustments in scheduling and assignments as circumstances require. Assign and distribute reporting tasks and balance the in-court/chambers workload of reporters.
- Arrange for contract court reporter services when approved in advance by the circuit council and Administrative Office. Hire contract court reporters as needed and monitor compliance with background check, fingerprinting, and procurement contract requirements.
- Assist with the receipt of verification of invoices from contract court interpreters. Upon verification of receipt of services, prepare received invoice for payment in the Court's accounts payable system.
- Oversee the transcription of electronic sound recordings into transcripts.
- Process invoices and vouchers for payment of contract court reporters. Audit official court reporter invoices for billing of official transcript and contract hours to determine compliance with the fee schedule and contract rates.
- Review Criminal Justice Act (CJA) vouchers submitted by official reporters for accuracy and compliance with established guidelines. Approve and forward vouchers that comply with CJA guidelines.
- Acquire and maintain proficiency with the eVoucher and the FAS4T system.
- Administer, monitor, and implement the District's Court Reporter Plan and recommend changes to the plan and the Court Reporter's Manual.
- Ensure official court reporters and contract reporters adhere to Judicial Conference requirements. Monitor timely preparation of transcripts.

- Serve as liaison to Seventh Circuit Court of Appeals as to matters regarding court reporters and transcript production.
- Study continuing problems in the quantity and quality of work, and recommend necessary corrective actions.
- Meets with court reporters to resolve personnel and assignment issues and other workplace concerns.
- Researches operational questions, problems, and ideas for efficiency/improvement. Responds to requests from senior management regarding unit operations.
- Advises management and acts as consultant to the Judicial Services Manager in the formulation, implementation, and assessment of office practices, policies, and procedures. Researches operational questions, problems, and ideas for efficiency/improvement. Responds to requests from senior management regarding unit operations.
- Assist in projecting budget needs for contract reporting services, electronic sound recording equipment, new official reporter positions, and temporary reporters. Assist in preparation of bids for contract reporter services. Assist in analyzing bids, and provide recommendations on bid awards.
- Act as liaison between parties and court reporters in connection with transcript orders, delivery, billing format, and rate to ensure compliance with Judicial Conference requirements. Resolve problems that may arise in the relationship between parties/attorneys and reporters.
- Prepare correspondence in response to inquiries concerning transcript processes.
- Oversee the disposal and archiving of electronic sound recordings and shorthand notes prepared by official court reporters.
- Prepare statistical summaries, reports, and data for in-district use and for judges, the clerk of court, and the Administrative Office. Create and maintain records regarding which reporters covered any given hearing.
- Monitor and approve leave for official reporters. Submit bi-weekly time and attendance control reports.
- Serve as the back-up Courtroom Services Clerk.
- Perform other related duties, as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Knowledge and understanding of the rules and procedures of the Court and the Clerk's Office are strongly preferred. Skill in communicating verbally and in writing is necessary. Supervisory or managerial experience is preferred. Strong organizational skills and the ability to prioritize a large volume of work are required, as are strong customer service skills and skill in using personal computers and software applications.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL-25, applicants must have at least one year of specialized experience equivalent to work at the CL-24 level. To qualify at CL-26, applicants must have at one year of specialized experience, including at least one year equivalent to work at the CL-25 level.

To qualify for a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 25. To qualify at the CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 27 level. For both the CL 27 and CL 28, completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for the experience necessary for placement if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;

- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

Specialized experience is:

Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. Experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate.

A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANT

Serious consideration will be given to those who provide a cover letter, resume, and application. The application can be found on the U.S. District Court, Northern District of Illinois website at: [ILND Employment Application](#).

Please send your cover letter, resume, and application in a single pdf to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Thursday, June 29, 2017.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.