



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:	October 19, 2016	Grade Range:	CR-01 to CR-04
Job Announcement No.:	2017-4	Salary Range:	\$75,729 - \$87,089
No. of Vacancies:	One	Closing Date:	November 2, 2016
Position Title:	Court Reporter		

To apply: Applicants must submit a cover letter, resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified) and recommendations to the Human Resources Department by Wednesday, November 2, 2016. The principal duty station for this position will be in Rockford, IL.

The United States District Court for the Northern District of Illinois Western Division has an opening for an Official Court Reporter assigned to the Honorable Frederick J. Kapala. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts and the Court Reporter Management Plan of this Court.

OVERVIEW

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the Court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

QUALIFICATIONS/ABILITIES

- Successful completion of the certified real-time reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred.
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- If applicants have prior experience on more than five occasions with the same judge within the twelve months prior to submitting their application, applicants must submit an evaluation of their work and recommendations from that judge.
- Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or have passed an equivalent qualifying examination.
- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Skilled in the use of Computer-Aided Transcription equipment.

- Possess and provide all necessary personal equipment and software.
- Certificate of Merit from either the National Court Reporters Association or equivalent is preferred.

OCCUPATIONAL INFORMATION

The position requires the ability to record verbatim testimony, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all of the judges of the Court.

EMPLOYEE BENEFITS

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/Pages.aspx?page=benefits>

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, application and two professional business references.

Job announcements and employment applications may be obtained by visiting our web site at:

<http://www.ilnd.uscourts.gov/Pages.aspx?ovGPv5hNkHK6wjSsfLIOTQ==>

Estimated start date for this position is January 3, 2017.

Please send your cover letter, application, and resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified) to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Wednesday, November 2, 2016.

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.