



# 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](http://www.ilnd.uscourts.gov)

### NOTICE OF POSITION VACANCY

<b>Date:</b>	March 14, 2024	<b>Grade Range:</b>	* CR-01 to CR-04
<b>Job Announcement No.:</b>	2024-36	<b>Salary Range:</b>	\$103,527 - \$119,057
<b>No. of Vacancies:</b>	Two	<b>Closing Date:</b>	April 8, 2024
<b>Position Title:</b>	Court Reporter		

**The United States District Court for the Northern District of Illinois is now accepting applications for a Court Reporter. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter, resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified). If applicants have prior experience providing reporting services to this Court on more than five occasions with the same judge within the twelve months prior to submitting their application, applicants must submit an evaluation on their work and recommendations from that judge. To apply, please see the "Notice to Applicants" section listed below.**

**\*To be eligible for a CR 5, applicants must have been onboard before 10/11/2009.**

The United States District Court for the Northern District of Illinois has an opening for two Official Court Reporters. Official Court Reporters serve the Court en banc 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 United States Court Reporter Association or the National Court Reporters Association, or an equivalent qualifying examination is required.
- 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 providing reporting services to this Court 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 the National Court Reporters Association 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 the judges of the Court.

**EMPLOYEE BENEFITS**

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

**NOTICE TO APPLICANTS**

Qualified applicants should submit an application, cover letter, resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified) and recommendations (including an evaluation of the applicant’s work) from at least one judge and three members of a federal trial bar, preferably of this Court. If applicants have prior experience providing reporting services to this Court on more than five occasions with the same judge within the twelve months prior to submitting their application, applicants must submit an evaluation on their work and recommendations from that judge.

Consideration will only be given to those who apply through the court’s online applicant tracking system by **April 8, 2024. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)**

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

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.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;

- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
  - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
  - b. Must apply for citizenship within six months of becoming eligible; and
  - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

**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.**

### **INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS**

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.