

NOTICE OF POSITION VACANCY

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

POSITION: Certified Realtime Court Reporter
APPLICATION DEADLINE: Until Filled

STARTING SALARY: \$66,237 with possible increases based on longevity and/or merit certification

DUTIES: Duties of the Court Reporter include attending and recording verbatim by shorthand or mechanical means such court sessions or other proceedings as are specified by statute, rule, or order of court. Shall transcribe promptly those proceedings requested by any party who has agreed to pay the fees established by the Judicial Conference, or any and all proceedings directed by the judge or the court. Shall certify and file transcripts and notes as directed by the court. Administrative duties include billing for official transcripts ordered and prepared; deliver and/or mailing of transcripts; financial and other record keeping; preparation and filing of all required local Administrative Office reports; answering telephone calls; responding to official correspondence; reading notes to the court, counsel, or a jury; and such other official duties as required by the court.

QUALIFICATIONS: Shall possess a minimum requirement of at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association or passed an equivalent qualifying examination. Shall also have successfully completed the certified realtime reporter examination offered by the National Court Reporters' Association (NCRA) or have passed an equivalent qualifying examination.

APPOINTMENT: Full-time position - 40 hours per week

BENEFITS: Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

TO APPLY: Application forms are available from 8:30 a.m. - 5:00 p.m., Monday-Friday at the Office of the Clerk, 500 Camp Street, Rm. C-151, New Orleans, LA 70130 or the court's website at www.laed.uscourts.gov.

THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Announcement Date: Monday July 28, 2003