



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: COURT REPORTER COORDINATOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 23-DSC-06

OPENING DATE: FRIDAY, JANUARY 13, 2023

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON
FRIDAY, FEBRUARY 3, 2023, WILL BE CONSIDERED FOR
FIRST REVIEW OR UNTIL FILLED.

JOB CLASSIFICATION/GRADE: CL – 26

SALARY RANGE: \$50,316 - \$81,771 (DEPENDENT ON QUALIFICATIONS AND
EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Court Reporter Coordinator. The Court Reporter Coordinator oversees the assignment and reassignment of court reporters and contract court reporters ensuring a fair and equitable distribution of workload with respect to hours and days in court for official court reporters. The incumbent monitors the production of transcripts to ensure compliance with production time and cost requirement policies.

REPRESENTATIVE DUTIES:

- Administer, monitor, and implement the district's Court Reporter Management Plan and recommend changes to the plan and the Court Reporter's Manual.
- Calendar court reporting services on a daily basis and adjust scheduling and assignments as circumstances require. Assign and distribute reporting tasks and balance the in-court/chambers workload of reporters as much as possible.
- Ensure official court reporters and contract reporters adhere to Judicial Conference requirements. Monitor timely preparation of transcripts.
- Arrange for contract court reporter services when approved in advance by the circuit council and Administrative Office.
- Approve the use of substitute reporters by official court reporters.

- Schedule electronic sound recording services for district judges and magistrate judges, as required. Ensure equipment is in operating condition. Oversee the transcription of electronic sound recording tapes into transcripts.
- Act as liaison between parties and court reporters in connection with special services, transcript orders, delivery, billing format, and rate to ensure compliance with Judicial Conference requirements.
- 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.
- Prepare correspondence in response to inquiries concerning transcript processes.
- Maintain electronic sound recording tapes and shorthand notes for the court. Oversee the disposal and archiving of electronic sound recordings and shorthand notes prepared by official court reporters.
- Create and maintain records regarding which reporters covered any given hearing, conference, or trial.
- Monitor and approve leave for official reporters. Submit bi-weekly time and attendance control reports.
- Perform duties of Electronic Court Recorder, including:
 - Record verbatim court proceedings using electronic sound recording equipment and play back proceedings as required.
 - Set up and arrange equipment in courtroom.
 - Ensure the functionality of recording equipment and inform information technology staff of any technological needs.
 - Create electronic log notes of proceedings, including the participants involved.
 - Review transcripts to ensure they meet the court's format standards.
- Manage overall court interpreter program and schedule interpreters, from approved sources, for all district judge proceedings after receipt of order from courtroom deputies.
- Research, communicate and coordinate interpreter schedules, including travel, rates, and other info with procurement unit.
- Communicate with other court agencies to prevent overpayment to interpreters.
- Coordinate with the Administrative Office regarding engaging interpreters.
- Maintain manuals of instructions for court recording, scheduling interpreters, and transcript ordering.
- Perform other related duties, as assigned.

QUALIFICATIONS:

High school graduation or equivalent and two years of general experience and one year of specialized experience. Education above the high school level may be substituted for required general experience, with one academic year (30 semester or 45 quarter hours) equaling one year of general experience.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

Specialized experience is progressively responsible clerical or administrative 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.

BENEFITS:

Employees of the United States District Court are “at-will” employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same [benefits](#) as other federal government employees. Some of the [benefits](#) are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience, and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U.S. District Court for the Eastern District of Louisiana. The Clerk’s Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

- A letter of interest (cover letter)
- A current/detailed resume
- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- Two professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application material must be submitted ELECTRONICALLY, no exceptions, to:

HRadmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.