

**United States District Court
District of Minnesota
Career Opportunity: Court Reporter**



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title and Type: Court Reporter,
Full-time

Vacancies: One

Location: [Saint Paul](#), Minnesota

Posting Date: Friday, September 21,
2018

Classification: Court Reporter Salary
Schedule, Level 1 to
Level 4

Salary Range: \$83,674 - \$96,226
Depending on
qualifications.

Closing Date: Open until filled.
Preference will be given to resumes
received by Friday, October 5, 2018, at
5:00 p.m. Central Time.

Area of Consideration: Open to all
sources.

Vacancy Announcement #: 2018-24

**To apply, qualified applications should
follow the instructions below:**

- Attach one PDF document, containing

- A cover letter;
- Resume; and
- Names and contact information for three (3) professional references.

- Add the "Court Reporter" in the email
subject line.

- Email the PDF document to
hr-usdc@mnd.uscourts.gov.

INTRODUCTION

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Court Reporter for assignment to U.S. District Judge Nancy E. Brasel. The Court Reporter will office in Saint Paul, Minnesota and travel to Minneapolis, Duluth, Fergus Falls, and Bemidji as required.

The primary focus of the Court Reporter is to provide court reporting services to the Court. In general, Court Reporters receive a primary assignment to cover the needs of one judge, though the Court Reporter serves the Court en banc, and can be called upon to cover court reporting needs for any proceeding in the Court. The Court Reporter is responsible for verbatim reporting of proceedings held before the Court, and for the transcription of those proceedings upon request.

REPRESENTATIVE DUTIES

- Report proceedings held before the Court.
- Read back all or any portions of the court record.
- Produce transcripts within strict time limitations.
- Electronically file transcripts with the Clerk's Office in accordance with local procedures. Accept transcript requests through Case Management/Electronic Case Files (CM/ECF) and docket information relating to transcript requests as necessary, and in accordance with local procedures.
- Create audio recordings, in addition to shorthand notes, of pleas, arraignments, and proceedings in connection with the imposition of sentencing and store such files in accordance with Court procedures.
- Transcribe digital audio recordings of court proceedings.
- The Court Reporter must possess the knowledge, skill and ability to produce accurate, simultaneous Realtime translation utilizing computer-aided transcription equipment.
- Produce, deliver, and bill for transcripts in accordance with the Guide to Judiciary Policy, the Court Reporting Services Management Plan, and local procedures.
- Maintain records and file all required timely reports with the Court Reporter Coordinator and the Administrative Office of the U.S. Courts.
- Perform other duties as assigned.

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POSITION REQUIREMENTS AND QUALIFICATIONS

- At least four years of court reporting experience in the freelance field or a combination of court and freelance experience. Successful candidate is a highly organized individual who exercises tact, judgment, poise, initiative, and who maintains a professional appearance and demeanor.
- Skill in the use of computer-aided transcription equipment, and all necessary court reporting equipment and software, including computer, display, write, cable, and Realtime software.
- Realtime certification from the National Court Reporters Association is required and Merit certifications are preferred. Demonstrated proficiency as a Realtime Court Reporter.
- Knowledge of legal terminology. Knowledge of chambers' procedures and preferences regarding court reporting. Skill in records management. Ability to understand and respond to the actual and potential problems that may develop during the preparation and completion of a transcript. Ability to be flexible and adapt to unanticipated needs and problems. Ability to organize and prioritize own work and meet deadlines.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively both orally and in writing with individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
- Ability to work harmoniously with others and a commitment to public service.

ENVIRONMENTAL DEMANDS

- Work is performed in an office and courtroom setting.
- Must be able to sit for extended periods of time, to bend, pull, push, and lift up to 20 pounds, reach and walk.
- Must provide his or her own supplies to produce transcripts, including all computer equipment and necessary software and paper.
- Work may be subject to variable hours, including evenings, to meet the needs of the court.
- Some travel is required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered "at-will" and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

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BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- With supervisor approval, telework, alternative work schedules, and other workplace flexibilities.

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer