



SUSAN SOONG
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter (Certified Realtime Reporter) FY18-08

Location: Oakland, California

Salary: \$103,911 - Level 3 (requires realtime certification)

\$108,636 - Level 4 (requires realtime certification and merit certification)

Opening Date: June 27, 2018

Closing Date: Open until filled

Number of Positions: 1

POSITION OVERVIEW

The Official Court Reporter position is located in the Clerk's Office of the U.S. District Court in Oakland, California. Duties include, but are not limited to the following:

- Responsible for the verbatim reporting of proceedings held before United State District Judges and Magistrate Judges and for the transcription of those proceedings via Eclipse software upon request;
- Be able to read back all or any portions of the court record, and to work as part of a team of reporters for the Judges of the Court;
- Possess the knowledge, skill and ability to produce accurate, simultaneous realtime translation utilizing computer-aided translation;
- Create audio recording (in addition to shorthand notes) of pleas, arraignments and proceedings in connection with the imposition of sentence;
- The transcription of digital audio records;
- The timely submission of the shorthand notes, audio recordings, transcripts, reports and other documents required by statute, the Guide to Judiciary Policy and local policy/procedure;
- Be familiar with and adhere to all requirements of the Court Reporter Management Plan for the District and the Guide to Judiciary Policy;
- Comply with all administrative duties assigned by his or her supervisor and the Court;
- May occasionally travel to the courthouses in San Francisco, San Jose, and Eureka.

QUALIFICATIONS

Candidate must possess at least four years of prime stenographic CAT court reporting experience as a court reporter or as a freelance reporter, or a combination thereof. Must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination such as the Certified Shorthand Reporter (CSR) Examination administered by the Court Reporters Board of California. The candidate must have passed a Certified Realtime Reporter (CRR) Examination administered by NCRA or equivalent exam.

Physical Requirements: Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, (5) sit for extended

periods.

COMPENSATION AND BENEFITS

Compensation will be set based on guidelines set forth in the CR Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request) and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship 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), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.

The United States District Court for the Northern District of California is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in appropriate format, are received by the Human Resources Unit.