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*The United States District Court is
an equal focused employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter - Remote (FY24-03)

Salary Range: [Based on locality pay rates](#); outside transcript income potential. Depending upon Experience and Qualifications.

Location: Remote position. Travel opportunities to Oakland, San Francisco, and San Jose courthouses may be available.

Opening Date: October 24, 2023

Priority Application Date: November 13, 2023

Closing Date: Open until filled

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

Our court is accepting applications for an Official Court Reporter who will work remotely and will have the opportunity for reimbursable travel to the Bay Area to report in-person trials and calendars.

Expect a variety of important and interesting case types, including intellectual property, biotech, tech, complex criminal matters, and civil rights cases. Reporters enjoy significant transcript income on top of a generous salary and great benefits. Being an official court reporter involves:

- Working as part of a team of reporters for the judges of the court;
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- Attending remotely and recording verbatim by reporting of proceedings held before judges, transcribing proceedings, and reading back the record;
- Ability to troubleshoot and collaborate on technology issues related to remote reporting (Zoom audio and video issues, remote Realtime)
- Creating audio recordings (in addition to shorthand notes) of pleas, arraignments and proceedings in connection with the sentencing of criminal defendants;
- Uploading shorthand notes, audio recordings, transcripts, reports and other documents;
- Transcribing digital audio records;
- Adhering to all requirements of the Court Reporter Management Plan and the Guide to Judiciary Policy;
- Performing administrative duties as assigned.

QUALIFICATIONS

Court Reporter salary levels are based on locality pay rates where the reporter resides, hire date, and years of service and certifications, as noted below.

All candidates at Level 1 must have:

- Four years' prime court reporting experience (freelance and/or in courts);
- RPR (or equivalent); and

- Ability to write Realtime and access to software to send Realtime remotely to the courtroom (reporters hired without Realtime certification must pass the test within two years.)
- **Level 2** Registered Merit Reporter (RMR) certification
- **Level 3** Realtime certification.
- **Level 4** Realtime and RMR certification.
- **Level 5** for transferring Federal Official Court Reporters appointed before October 11, 2009, with CRR or FCRR, RMR and ten years' reporting experience in the federal courts.

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, and (5) sit for extended periods.

BENEFITS

Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. For more information about federal court benefits, please visit: www.uscourts.gov/careers/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).

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

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.

APPLICATION PROCEDURE

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along a cover letter and resume. 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.