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San Jose, CA 95113

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3140 Boeing Avenue
McKinleyville, CA 95519

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 equity-focused employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter (FY24-19)

Salary Range: \$115,435–\$138,522, plus significant outside transcript income potential

Location: San Francisco, San Jose or Oakland, CA

Opening Date: June 12, 2024

Priority Application Date: June 28, 2024

Closing Date: Open until filled

Our court is accepting applications for an Official Court Reporter. This position will be based out of our San Francisco, San Jose or Oakland courthouse, but the court schedules collaboratively for in-person and remote calendars across the district.

Join one of the busiest federal districts in the country and report on a variety of important and interesting case types, including intellectual property, biotech, tech, complex criminal matters, and civil rights cases. In addition to enjoying a generous salary and great benefits, new reporters will immediately be placed on the court's trial rotation and will have the potential to earn significant transcript income. Last year, our in-person reporters earned transcript income between \$95,000 and \$140,000.

POSITION OVERVIEW

Court reporters balance in-person courtroom work with substantial opportunities to report while teleworking. Occasional travel within the district is likely.

Being an official court reporter involves:

- Working as part of a team of reporters for the judges of the court.
- Attending, recording verbatim by shorthand reporting, and uploading files of proceedings held before judges. Reading back the record as required.
- Producing transcripts at a high volume, including a significant amount of daily work.
- For some criminal matters, creating audio recordings in addition to shorthand notes.
- Being guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan.
- Performing administrative duties at a high level, including billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to correspondence.

QUALIFICATIONS

- **Level 1** (\$115,435) must have at least one year of court reporting experience (freelance, courts or a combination); RPR (or equivalent); and excellent Realtime skills. (Those hired without Realtime certification must pass the test within two years.)
- **Level 2** (\$121,207) additionally requires Registered Merit Reporter (RMR) certification and ability to provide Realtime writing in the courtroom (must become Realtime certified within two years of hire date).
- **Level 3** (\$126,979) additionally requires Realtime certification.
- **Level 4** (\$132,751) additionally requires Realtime and RMR certification.
- **Level 5** (\$138,522) 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.

Preferred Qualifications:

- Three or more years of court reporting experience (freelance, courts or a combination) and experience directly invoicing clients
- Experience e-filing transcripts on a court docket
- Previous federal court experience
- Realtime Certification from NCRA or USCRA
- Certificate of Merit from NCRA

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 an 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 (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.

Equity-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.

Applicants with disabilities: If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests 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 apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested. Only highly qualified applicants will be invited for an interview.