



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 24-05

POSITION: Official Court Reporter

LOCATION: Birmingham, AL

OPENING DATE: March 29, 2024

CLOSING DATE: April 26, 2024

CLASSIFICATION LEVEL: 1-4

STARTING SALARY: \$93,604 - \$107,645

The actual starting salary is dependent upon experience and qualifications.

SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 14 federal judges located across 7 geographical divisions.

POSITION OVERVIEW

This position is organized as a direct report to the Chief Deputy Clerk of the U.S. District Court Clerk's Office, performing court reporting services for judicial proceedings in a fast-paced environment. **Some travel between the geographical divisions is necessary to support court operations. Telework may be available per policy at the discretion of the Clerk of Court.**

DUTIES AND RESPONSIBILITIES

- Maintain the courtroom record and produce transcripts of court proceedings according to strict standards.
- Provide highly accurate records and transcripts at the request of a party or by order of the Court, within a prescribed time and at rates set by Judiciary policy.
- Ensure billing and transcript formats comply with Judiciary requirements.
- Adhere to the requirements set out in the Court Reporter Management Plan.
- Maintain accurate, legible records, which are subject to occasional audit.
- Produce, maintain, and safeguard records until they are disposed of according to statutory requirements and Judiciary policy.
- Provide backup coverage for team members, as required.
- Perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.

- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

The qualifications of official court reporters are determined by standards formulated by the Judicial Conference of the U.S. and include:

- At least one year of prime court reporting experience in the freelance field of service or in other courts or a combination of such experience; and
- Qualification by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passage of an equivalent qualifying examination, as determined by Judiciary policy.

Additionally, the following is required for this vacancy:

- Realtime proficiency. Realtime certification is preferred but not required.
- Knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with Realtime capability.
- Possess and provide all necessary personal equipment and software.

The ideal candidate for this position is a mature, self-motivated professional eager to learn and grow in pursuit of the Clerk's mission to support the administration of justice. The incumbent should be highly organized, possess tact, exhibit good judgement under pressure, show initiative, and maintain a professional attitude, appearance, and demeanor. Strong team orientation and customer service skills are a must to succeed with the U.S. District Court.

EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

BENEFITS

A generous benefits package is available and includes:

- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

The position is not covered by the provisions of 5 U.S.C. chapter 63, subchapter I (formerly referred to as the "Leave Act") and does not have a regularly scheduled tour of duty. Accordingly, the Clerk of Court suggests that all official court reporters maintain an income disability insurance policy, which is purchased at the employee's expense.

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.