



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

**Vacancy Announcement
No. 2016-01**

Position: **OFFICIAL COURT REPORTER**

Classification Level: CR Levels I-IV: \$85,754 - \$98,618 plus transcript fees.
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA)*
Starting salary commensurate with qualifications.

Position Location: United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: The position will remain open until filled. Preference will be given to those who apply by January 19, 2016.

The United States District Court for the District of Hawaii is seeking qualified applicants for the position of full-time Official Court Reporter. Court reporters are employed en banc.

DUTIES AND RESPONSIBILITIES:

Official Court Reporters' essential duties are to attend and record verbatim by shorthand court sessions or other proceedings specified by statute, rule, or order of court; transcribe promptly and accurately proceedings requested by interested parties or as the court may direct; transcribe or provide an electronic sound recording to the court of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases; promptly certify and file all original transcripts and shorthand notes with the Clerk of Court, and perform other administrative duties as required. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Official Court Reporters are employed by and serve at the pleasure of the Court. Official Court Reporters must be able to work well under pressure, produce transcripts within strict time limitations, and work as part of a team of reporters serving the Court. The position may require occasional travel.

MINIMUM QUALIFICATIONS – At least four years of prime court reporting experience in a court, the freelance sector, or a combination thereof; possession of computer-aided transcription software capable of interfacing with the Bridge access software utilized by the Court; certification by testing as a Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA), or equivalent certification by examination; and proficiency in computer-aided transcription. The successful candidate not possessing a Certified Realtime Reporter (CRR) certification from NCRA, or equivalent certification by examination, will be required to acquire the CRR within one year of employment with the District of Hawaii.

PREFERRED QUALIFICATIONS - U.S. District Court reporting experience. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

SALARY RANGE - Four increment levels are authorized for merit and realtime certification. Starting salary level is commensurate with qualifications. Each salary level includes 16.51% Locality Pay and 12.25% Cost of Living Allowance (COLA). The Locality Pay and COLA rates are subject to change. Under current law, the COLA portion of an employee's salary is not taxed by the federal government but is taxed by the State of Hawaii. Court reporters are granted the same annual Employment Cost Index (ECI) salary increase granted to other federal judiciary employees in Hawaii. In addition to salary, court reporters are entitled to be paid the maximum transcript fees allowable by the Judicial Conference of the United States.

Level I (\$85,754) starting salary (minimum qualifications).

Level II (\$90,216) requires Merit Certification.

Level III (\$94,329) requires Realtime Certification.

Level IV (\$98,618) requires Realtime Certification and Merit Certification.

“Merit Certification” = Registered Merit Reporter from the National Court Reporters Association (NCRA). “Realtime Certification” = Successful completion of a certified realtime examination by NCRA or equivalent exam.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

CONDITIONS OF EMPLOYMENT - All application information is subject to verification. Applicants must be United States Citizens or eligible to work in the United States. Completion of Employment Eligibility Verification (Form I-9) is required. The selected candidate will be subject to a background check and favorable suitability determination as a condition of employment, and a probationary period of one year. All employees of the Judiciary are “at-will” employees in the excepted service. As such, employment may be terminated by either the employer or employee, with or without cause. Electronic Fund Transfer for direct deposit of net pay is mandatory.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) Three professional references with contact information;
- 4) A copy of RPR and other professional certifications; and
- 5) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and “Miscellaneous;”

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 16-01 Court Reporter (your name)*.

Due to the volume of applications, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. District Court is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

An Equal Employment Opportunity Employer