



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division**

**VACANCY ANNOUNCEMENT
Official Realtime Court Reporter**

Level III \$87,506 - Level IV \$91,483

Announcement Number: 19-51 **Position Closes:** Open Until Filled **Available:** Immediately

Representative Duties

The Official Court Reporter attends and records verbatim by computer-aided technology all testimony for civil and criminal court proceedings. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and at the applicable per page rates in accord with Judicial Conference regulations. Additionally, Court Reporters are responsible for complying with Judicial Conference billing and format requirements. Court Reporters must adhere to this District's Court Reporter Management Plan and must maintain accurate, legible records which are subject to audits. This position also involves completing record keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until disposition according to statutory requirements and Judicial Conference policy.

Minimum Qualification Requirements

- Have at least four (4) years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof.
- Be qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination.
- Possession of and skill in the use of computer-aided transcription equipment.
- Applicant must have Realtime Certification and provide realtime reporting to judge and possess all necessary realtime equipment and software.

Salary Levels

Level III - must meet stated minimum qualifications and requires realtime certification

Level IV - must meet stated minimum qualifications and requires realtime certification and merit certification

Information for Applicants

To apply:

- email a cover letter and resume together as one PDF application file to: resume_orl@flmd.uscourts.gov
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-51"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees must use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

Employee Benefits

Employees of the United States Courts serve under excepted appointments and are considered “at-will” employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over ten million people. The Clerk’s Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk’s Office provides clerical and administrative support to all areas of the federal judicial administrative process.