

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: February 8, 2016
POSITION: Court Reporter
LOCATION: 300 Quarropas Street
White Plains, New York 10601
CLASS LEVEL: CR Level 1-4
SALARY: \$85,564 - \$98,399
(Depending on qualifications)
CLOSING DATE: February 26, 2016
VACANCY NO: DE 16-10

DUTIES AND RESPONSIBILITIES:

An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires verbatim reporting of courtroom proceedings, provision of realtime on demand, reading back from stenographic notes, maintaining accurate, legible records which are subject to audit. The court reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Reporters must work well under pressure and work as a team of reporters for the judges of the White Plains Court.

REQUIRED QUALIFICATIONS:

At least four (4) years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts or a combination thereof. A Registry of Professional Reporters (RPR) certificate and realtime certification by the National Court Reporters Association or an equivalent qualifying examination.

APPLICATION PROCEDURE:

To be considered for this position please submit a resume cover letter to:

District Executive's Office
500 Pearl Street, Room 820
New York, New York 10007
Or
DEjobs@nysd.uscourts.gov

ONLY THOSE CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER