

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: June 8, 2016  
POSITION: Court Reporter  
LOCATION: 300 Quarropas Street, White Plains, NY  
CLASS LEVEL: CR Level 1-4  
SALARY: \$85,564 - \$98,399  
(Depending on qualifications)  
CLOSING DATE: July 8, 2016  
VACANCY NO: 16-20

**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, reading back from stenographic notes and maintaining accurate and 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 is required, along with a Registry of Professional Reporters (RPR). Merit certification and realtime certification are strongly preferred. Merit certification requires a registered merit reporter (RMR) certificate from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination. Realtime certification requires a Certified Realtime Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. Please also include copies of any certificates received. Resumes without the cover letter addressing the qualifications will not be considered.

Please submit your resume and cover letter to:

U.S. District Court  
Southern District of New York  
500 Pearl Street, Room 820  
New York, New York 10007  
Attn: District Executive's Office  
**OR**  
[DEjobs@nysd.uscourts.gov](mailto: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**