

United States District Court

District of New Mexico

Office of the Clerk

Pete V. Domenici United States Courthouse

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Albuquerque, New Mexico 87102
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Divisional Offices

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Las Cruces, NM 88001
(575) 528-1400
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Matthew J. Dykman
Clerk of Court

May 2, 2016

NOTICE OF JOB OPPORTUNITY

The United States District Court for the District of New Mexico is pleased to announce an opening for a **Full-time Official Court Reporter** in our Santa Fe divisional office. This position will be assigned primarily to the Honorable Martha Vázquez. Applications will be accepted from May 2 through May 16, 2016, or until the position is filled. This position requires realtime certification be obtained within two years of appointment.

The District of New Mexico has received national recognition for the excellence of its judges and staff. We maintain high visibility within the federal judiciary through our leadership and participation on national committees, even while serving as one of the busiest courts in the country. We are looking for individuals who are able to carry on the tradition of superior service while ensuring equal access under the law. The chance to be part of a dedicated team, plus a generous compensation and benefits package, make this an ideal situation for reporting professionals.

We encourage qualified applicants to explore this exciting opportunity. Please read the vacancy announcement for more details.

If you need additional information or have any questions regarding this position, please call Monique Apodaca at (575) 528-1439.

Matthew J. Dykman
Clerk of Court

Monique E. Apodaca
Human Resources Supervisor



*Pete V. Domenici Courthouse,
Albuquerque*



*U.S. Historic Courthouse,
Albuquerque*



*Las Cruces Courthouse,
Las Cruces*



*Santiago E. Campos Courthouse,
Santa Fe*



UNITED STATES DISTRICT COURT District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 16-SF/CR-1

ANNOUNCEMENT DATE:	May 2, 2016
CLOSING DATE:	May 16, 2016 or until filled
POSITION:	Official Court Reporter (Full-time) <i>Realtime certification required within two years of appointment</i>
STARTING LEVEL/SALARY:	\$75,743 to \$87,104 Annual (Depending on Qualifications)
LOCATION:	Santa Fe, New Mexico

POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking a full-time Official Court Reporter assigned primarily to the Honorable Martha Vázquez in Santa Fe. This position reports to the Deputy-in-Charge located in the Las Cruces divisional office.

Court Reporters are employed by the Court en banc and serve at the pleasure of the Court. Court Reporters must comply with the requirements of the Judicial Conference of the United States Courts, the *Guide to Judiciary Policy*, and the *Plan for Management of Court Reporting Services for the District of New Mexico*. Reporters are subject to the authority established under the Court Reporter Act, 28 U.S.C. § 753. Travel within and outside the district is required.

DUTIES AND RESPONSIBILITIES

- ◆ Record verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the court.
- ◆ At the request of a party or by order of the court, provide transcripts within the time frames and cost requirements of the Judicial Conference and the United States Court of Appeals for the Tenth Circuit.
- ◆ E-file the transcripts he or she provides into the court's CM/ECF system and promptly redact transcripts pursuant to the District's Transcript Redaction Procedures.
- ◆ Maintain accurate and legible records of time, attendance, transcript production, and

earnings.

- ◆ Complete and submit various quarterly and annual reports as directed by the Judicial Conference.
- ◆ Complete and timely file transcripts and other required documents. Successful candidate must, if necessary, use available resources (e.g., Scopists, qualified substitutes) to stay current on transcript requests.
- ◆ Maintain archives of stenographic notes in “note-readable” form from all recorded hearings in digital form, pursuant to the *Plan for Management of Court Reporting Services for the District of New Mexico*.
- ◆ Perform other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- ◆ Must have at least four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof.
- ◆ The applicant must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or, in the alternative, shall have passed an equivalent qualifying examination (e.g., the National Stenomask Verbatim Reporters Association examinations or the Certified Shorthand Reporters examinations required by some state governments).
- ◆ Realtime service is required and realtime certification must be obtained within two years of appointment.
- ◆ In addition, knowledge of CAT hardware and software is required. Incumbent must provide his or her own CAT software and cabling.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Certificate of Merit from the NCRA, realtime certification, and previous U.S. District Court reporting experience preferred. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

Level 3: Requires realtime certification	\$83,317 annually
Level 4: Requires realtime certification AND merit certification	\$87,104* annually

Realtime certification = successful completion of a certified realtime examination by the NCRA or equivalent exam
Merit certification = registered merit reporter certificate from the NCRA

NOTE: Must provide certification by NCRA as a Certified Realtime Reporter (CRR), or equivalent qualifying examination certificate, to qualify for placement at Level 3 or above.

* Current federal court reporters who have been on board since October 11, 2009 and who transfer without a break in service may also be eligible for a Level 5 salary of \$90,891 annually (if they meet a longevity component of 10 years' federal service).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

COURT REPORTING

- ◆ Ability to record verbatim testimony of court sessions or other proceedings and prepare transcripts as required.
- ◆ Skill in administrative matters such as file maintenance, record keeping, and reporting.
- ◆ Ability to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all of the judges of the court.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Incumbent must be skilled in the use of personal computers and associated software to perform duties of the position.
- ◆ Knowledge of CAT hardware and software.
- ◆ Knowledge of electronic case management software (CM/ECF) sufficient to e-file transcripts.

PERSONAL CHARACTERISTICS

- ◆ Ability to comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- ◆ The successful candidate should be mature, responsible and poised; possess tact, good judgment, and initiative; and have the ability to work harmoniously with others.
- ◆ Ability to communicate effectively (orally and in writing) with judges, counsel, and others.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

- ◆ This position is subject to a one year probationary period.
- ◆ This position is not covered by the Leave Act, and incumbent will therefore not accrue paid leave. Court reporters must provide qualified substitutes as needed at their own expense or be placed on a leave without pay status when taking vacations, leave for personal business, or sickness. Leave and substitutes are subject to court approval.
- ◆ Reporters are considered to be on call during regular business hours and any time court is in session. Due to the nature of this position, work hours may not be standard.

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS) and Thrift Savings Plan (TSP) participation
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references**, an AO-78 * (*Federal Judicial Branch Application for Employment*) and a copy of CRR and other certifications by email to usdcjobs@nmcourt.fed.us.

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "COURT REPORTER VACANCY" IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER