



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge  
Mitchell R. Elfers, 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 #: 25-ABQ/CS-2

<b>ANNOUNCEMENT DATE:</b>	<b>April 15, 2025</b>
<b>CLOSING DATE:</b>	<b>April 30, 2025</b>
<b>POSITION:</b>	<b>Supervisory Court Reporter, Full-time</b>
<b>STARTING SALARY:</b>	<b>\$90,300 to \$126,500 Annual</b> <i>Depending on Qualifications</i>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico *</b>

**NOTE:** *This is a federal civilian position but not in the Executive branch and therefore not impacted by any of the recent Executive Orders or under any type of hiring freeze.*

**AS AN EQUAL OPPORTUNITY EMPLOYER, WE VALUE DIVERSITY IN OUR WORKFORCE.**

The U.S. District Court for the District of New Mexico is excited to announce we have a unique opportunity for a Supervisory Court Reporter to join our team of professionals. This position will report directly to the Clerk of Court in Albuquerque.

In addition to the regular in-court and administrative duties of an Official Court Reporter (OCR), the Supervisory Court Reporter assists the Clerk with the implementation of the *Court Reporter Management Plan* for the district. This includes coordinating docket coverage assignments, contract court reporter procurement, and the overall supervision of work performed by court reporters for the district.

This is a full-time position (80 hours per biweekly pay period). The expectation is that the Supervisory Court Reporter will spend half their time providing realtime reporting services for the court and the other half on supervisory duties, while recognizing that the needs of the court vary and may affect how much time may be spent on either function in a given week. Excellent time management skills are a must.

\* Not familiar with our beautiful state? Click [here](#) to see what makes New Mexico so unique.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

- ◆ Attend and record verbatim reporting of proceedings held before judicial officers as specified by statute, rule, or order of the Court, and provide transcripts of those proceedings upon request.
- ◆ Produce accurate, simultaneous realtime transcription utilizing computer-aided transcription (CAT).
- ◆ Maintain accurate and legible records of time, attendance, transcript production, and earnings which are subject to audits. Complete and submit all reports as directed by the Judicial Conference. Ensure Judicial Conference transcript billing and format requirements are met.
- ◆ Complete and timely file or deliver transcripts and other required documents. Certify and file with the Clerk of Court original records and a copy of transcripts prepared.
- ◆ Must become familiar with and adhere to all requirements of the *Court Reporter Management Plan* for the district.
- ◆ Respond timely to official correspondence. Comply with all assigned administrative duties and be available to work irregular hours as dictated by the Court.

In addition to the above, Supervisory Court Reporter responsibilities include the following:

- ◆ Coordinate docket coverage assignments for the OCRs, consistent with the Court's goals for court reporter assignment. Be responsible for primary calendaring and serve as the point of contact for contract court reporters and the court reporter unit as a whole.
- ◆ Oversee all aspects of contract court reporter procurement, including preparation, maintenance and execution of contract awards, and all associated Contracting Officer Level 2 duties.
- ◆ Assist the Clerk in implementation of the district's *Court Reporter Management Plan* and provide overall supervision of the work performed by court reporters. Approve court reporter leave requests and timesheets. Maintain accurate documentation, statistics, and employee records. Prepare and conduct performance appraisals. Periodically review court reporters' transcripts and mandatory reports for compliance. Recommend personnel actions such as appointments, promotions, reassignments and disciplinary actions. Implement staff procedures and conduct unit meetings as needed.
- ◆ Perform other duties as assigned.

## **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- ◆ At least one year of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- ◆ Be qualified by testing for listing on the registry of professional reporters (RPR) of the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination (evidence must be provided). Applicants holding a Certificate of Merit from the NCRA are preferred.

- ◆ Must be able to provide realtime reporting to judge and possess all necessary realtime equipment and software. **Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Must be able to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court.
- ◆ Knowledge of and ability to comply with the *Guide to Judiciary Policy* and other judicial policies, procedures, and associated rules regarding court reporters, both as staff and as contractors. Thorough knowledge of the district's *Court Reporter Management Plan*. Knowledge of court operations, functions, and organizational structure.
- ◆ Must have or must obtain Level 2 Contracting Officer certification and become familiar with policies and procedures relevant to court reporter contracting.
- ◆ Skill in preparing documents, compiling data, and preparing reports using the applicable software and databases.
- ◆ Strong leadership, organizational, project management and people skills, and the ability to work harmoniously with 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.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ The selectee may sell transcripts or freelance in accordance with the district's *Court Reporter Management Plan*.

### **BENEFITS**

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

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service

- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Paid Parental Leave after one year, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for occasional telework, flexible work schedule
- ◆ Credit for prior government service

### **APPLICATION INFORMATION**

Qualified applicants wishing to be considered must submit one file with the following materials to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov):

- ◆ **Cover letter**
- ◆ **Résumé with three references**
- ◆ **Copy of certifications (e.g., CRR), and**
- ◆ **AO-78 \* (Federal Judicial Branch Application for Employment)**

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

PLEASE INCLUDE "SUPERVISORY COURT REPORTER" IN THE SUBJECT LINE

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

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) **will not** be accepted. PDF size is limited to 10 MB. 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. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant's 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**