



# 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-DNM/CS-1

**ANNOUNCEMENT DATE:** January 22, 2025

**CLOSING DATE:** Open Until Filled

**POSITION:** Official Court Reporter, Full-time or Part-time  
*Multiple positions may be filled from this announcement*

**STARTING LEVEL/SALARY:** CR Level 1 – 5  
\$94,510 to \$114,642 Annual\*, plus transcript sales  
*\* Salary dependent on certifications, location, and experience.  
Part-time salaries will be pro-rated.*

**LOCATION:** Albuquerque or Las Cruces, New Mexico

The District of New Mexico is excited to announce we have multiple opportunities for Official Court Reporters to join our team of talented professionals and provide realtime reporting services. Positions may be full-time (80 hours per biweekly pay period) or part-time, and duty station may be Albuquerque or Las Cruces, New Mexico.

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 and the *Plan for Management of Court Reporting Services for the District of New Mexico*. Successful applicants will report to the Supervisory Court Reporter located in Las Cruces.

*Please indicate in your cover letter the type of position you are seeking (full-time or part-time) and desired location. \**

\* 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. Determine billing and formats which comply with the Judicial Conference requirements.
- ◆ 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.
- ◆ 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.
- ◆ Respond timely to official correspondence. Comply with all administrative duties assigned by the supervisor and the Court and be available to work irregular hours as dictated by the Court.

### **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).
- ◆ 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.**
- ◆ Applicants holding a Certificate of Merit from the NCRA are preferred.

### **SALARY LEVELS**

Official court reporters are paid an annual salary as below, based on their certifications and the pay table for their location, plus transcript fees established by the Judicial Conference.

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| ◆ CR Level 1 – Starting salary         | \$95,535 (Albuquerque/Santa Fe) or \$94,510 (Las Cruces)   |
| ◆ CR Level 2 – Starting salary + 5%    | Requires merit certification   |
| ◆ CR Level 3 – Starting salary + 10%   | Requires realtime certification  |
| ◆ CR Level 4 – Starting salary + 15%   | Requires realtime certification <b>and</b> merit certification   |
| ◆ CR Level 5 * - Starting salary + 20% | Requires realtime certification, merit certification, <b>and</b> longevity (10 years of service in the federal courts) |

\* *Level 5 only applies to current Federal Judiciary Court Reporters hired before 10/11/09 and transferring without a break in service from another federal court.*

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States citizens or eligible to work for the United States government.
- ◆ 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. Employees are subject to strict confidentiality requirements.
- ◆ Selectees are subject to a background check or investigation and subsequent favorable suitability determination. 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).

## **BENEFITS**

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ For reporters with a regular tour of duty:
  - Paid annual leave in the amount of 4 – 8 hours per pay period (13 – 26 days per year, pro-rated for part-time schedule), depending on length of service
  - Paid sick leave in the amount of 4 hours per pay period (13 days per year)
  - Potential for occasional telework, flexible work schedule
- ◆ 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)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

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

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

PLEASE INCLUDE “COURT REPORTER” IN THE SUBJECT LINE

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

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

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) 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**