



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, 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

****UPDATED JULY 31, 2023 ****

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 23-ABQ/CS-2

ANNOUNCEMENT DATE: June 21, 2023

CLOSING DATE: Open Until Filled

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

STARTING LEVEL/SALARY: CR Levels 1 – 5
\$89,109 - \$107,027 Annual
Depending on certifications and experience; salary will be pro-rated for Part-time employees

PRIMARY LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The District of New Mexico has an opportunity for an Official Court Reporter to provide realtime reporting services primarily for the Albuquerque divisional office. Court Reporters report to the Supervisory Court Reporter located in Las Cruces.

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*. Position requires occasional travel to divisional offices.

This vacancy announcement is for one full-time reporter (80 hours/biweekly pay period) OR two part-time reporters (40 hours/pay period). Please indicate preference for a full-time or part-time appointment in your application.

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 be 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 four years 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, depending upon qualifications and experience, plus transcript fees established by the Judicial Conference. **Salary will be pro-rated for part-time employees.**

- ◆ CR Level 1 - \$89,189 annual
- ◆ CR Level 2 - \$93,649 annual Requires merit certification
- ◆ CR Level 3 - \$98,108 annual Requires realtime certification
- ◆ CR Level 4 - \$102,567 annual Requires realtime and merit certifications
- ◆ CR Level 5 * - \$107,027 annual Requires realtime and merit certifications, plus longevity

** Current Federal Judiciary Court Reporters hired before 10/11/09 only transferring without a break in service from a 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).
- ◆ Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- ◆ This position may not have standard work hours, as court reporters are considered to be on call during regular business hours and any time court is in session. Part-time court reporters will provide coverage equivalent to one full-time position, so complementary schedules will be required every biweekly pay period (e.g., Week 1: Reporter A provides coverage, Reporter B is off, Week 2: Reporter A is off, Reporter B provides coverage).
- ◆ This position is classified as not having a regular tour of duty and incumbent will therefore not accrue paid leave. Reporters without regular tours of duty 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.

BENEFITS

A generous benefits package is available to all federal judiciary employees, including

- ◆ A minimum of 11 paid holidays
- ◆ 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

Some benefits may be pro-rated for part-time employees; inquire for details.

APPLICATION INFORMATION

Qualified applicants must email the following as one PDF to usdcjobs@nmd.uscourts.gov:

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

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**



TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Court Reporter, Full-time
LOCATION: Albuquerque, NM
STARTING LEVEL: CR Level 4
SALARY: \$102,567 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

Annual Salary \$102,567

Does not include transcript fees

Average Cash Award 480

TOTAL EARNINGS \$103,047

Retirement Benefits \$28,514

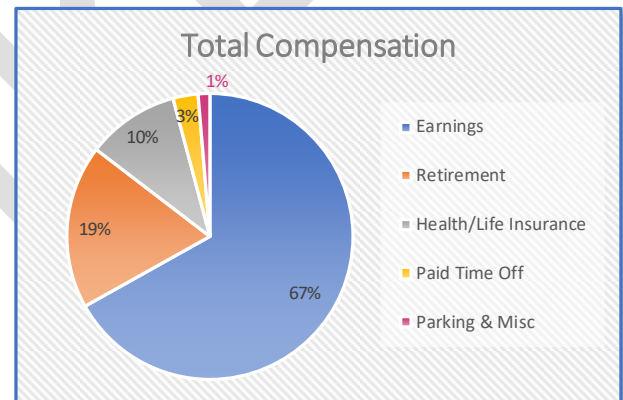
Health/Life Insurance 16,100

Paid Time Off 4,360

Parking & Misc. Benefits 2,040

TOTAL EMPLOYER CONTRIBUTIONS \$51,014

Employer contributions represent 33.11 % of total compensation



TOTAL COMPENSATION \$154,061

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6-18.4% of basic pay for FY23, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- | | |
|---------------------------------------|--|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium; pro-rated for part-time employees |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---------------------|
| ❖ Paid Holidays | 11 federal holidays |
|-----------------|---------------------|

Parking / Miscellaneous Benefits

- ❖ Paid, Secure Onsite Parking
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)
- ❖ Federal Occupational Health (FOH) Health Units, Albuquerque, Las Cruces
- ❖ Work-Life Program

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *occasional Telework, flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement Counseling and training