



# 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

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 24-ABQ/CS-1

<b>ANNOUNCEMENT DATE:</b>	<b>July 1, 2024</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b> <i>Preferred start date September 9, 2024 (exact date negotiable)</i>
<b>POSITION:</b>	<b>Official Court Reporter</b>
<b>STARTING LEVEL/SALARY:</b>	<b>CR Level 1 – 5</b> <b>\$93,715 to \$112,458 Annual</b> <i>Depending on Certifications and Experience</i>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

The District of New Mexico has an opportunity for an Official Court Reporter to provide realtime reporting services for the Albuquerque divisional office. The preferred start date for this position is September 9, 2024; exact date is negotiable.

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 applicant will report to the Supervisory Court Reporter located in Las Cruces.

### 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 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, depending upon qualifications and experience, plus transcript fees established by the Judicial Conference.

- ◆ CR Level 1 - \$93,715
- ◆ CR Level 2 - \$98,401 (Requires merit certification)
- ◆ CR Level 3 - \$103,087 (Requires realtime certification)
- ◆ CR Level 4 - \$107,773 (Requires realtime certification and merit certification)
- ◆ CR Level 5 \* - \$112,458 (Requires realtime certification, merit certification, and longevity)

\* *Current Federal Judiciary Court Reporters hired before 10/11/09 only 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
- ◆ Option of additional paid leave, details available upon request
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance; long-term care insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must submit in a single file a **cover letter, résumé with three references, copy of certifications (e.g., CRR),** and an **AO-78 \* (*Federal Judicial Branch Application for Employment*)** by **email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).**

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**



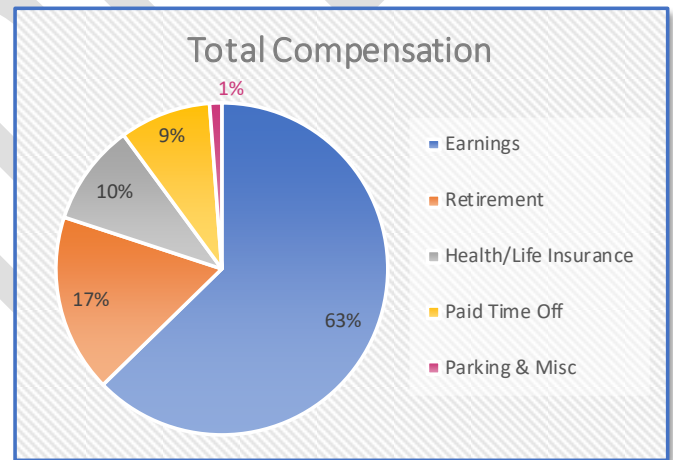
# TOTAL COMPENSATION STATEMENT

**\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \***

**POSITION:** Court Reporter, Full-time  
**LOCATION:** Albuquerque, NM  
**STARTING LEVEL:** CR Level 4  
**SALARY:** \$107,773 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	\$107,773
<i>Does not include transcript fees</i>	
Average Cash Award	<u>240</u>
<b>TOTAL EARNINGS</b>	<b>\$108,013</b>
Retirement Benefits	\$29,853
Health/Life Insurance	17,015
Paid Time Off	15,337
Parking & Misc. Benefits	<u>2,040</u>
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>	<b>\$64,245</b>
<i>Employer contributions represent 37.30 % of total compensation</i>	



**TOTAL COMPENSATION \$172,258**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6-18.4% of basic pay for FY24, 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
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours (13 days) per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0-3 years = 104 hours (13 days) per year*
  - 3-15 years = 160 hours (20 days) per year*
  - 15+ years = 208 hours (26 days) per year*
- ❖ 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

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## **ADDITIONAL BENEFITS**

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