



*United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)*

**Position:** Official Court Reporter – Job # USDC 20-04 (Permanent, full-time)  
**Opening Date:** September 29, 2020  
**Closing Date:** Open until filled  
**Starting Salary:** CR Levels I-IV; \$91,498 - \$105,222 plus transcript fees.  
(salary commensurate with experience) [plus 2.86% COLA]  
**Location:** Anchorage, Alaska

**POSITION OVERVIEW** - The United States District Court for the District of Alaska is seeking qualified applicants for a full-time Official Court Reporter who possesses excellent organizational and customer service skills. While accuracy and attention to detail is essential, equally important is the ability to exercise independent judgment as required and to take ownership of and manage both assigned duties and special projects.

**DUTIES AND RESPONSIBILITIES** - Official Court Reporters' essential duties are to attend and record verbatim testimony of courtroom proceedings, to read back all or any portion of the court record, or other proceedings specified by statute, rule, or order of court; transcribe promptly and accurately proceedings requested by interested parties or as the court may direct; transcribe or provide an electronic sound recording to the court of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases; promptly certify and file all original transcripts and shorthand notes with the Clerk of Court, and perform other administrative duties as required. Realtime proficiency is required and Realtime certification is preferred. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Official Court Reporters are employed by and serve at the pleasure of the Court. Official Court Reporters must be able to work well under pressure, and produce transcripts within strict time limitations. The position may require occasional travel.

**MINIMUM QUALIFICATIONS** - At least four years of prime court reporting experience in a court, the freelance sector, or a combination thereof; possession of computer-aided transcription software capable of interfacing with the software utilized by the Court; certification by testing as a Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA), or equivalent certification by examination certifies 180 wpm literary, 200 wpm jury charge and 225 wpm testimony; and proficiency in computer-aided transcription. Real time certification is highly preferred.

**SALARY RANGE** – Four increment levels are authorized for merit and realtime certification. Starting salary level is commensurate with qualifications.

Level I (\$91,498) starting salary (minimum qualifications).  
Level II (\$96,073) requires Merit Certification.  
Level III (\$100,647) requires Realtime Certification.  
Level IV (\$105,222) requires Realtime Certification and Merit Certification.

Merit Certification = Registered Merit Reporter from the National Court Reporters Association (NCRA).  
Realtime Certification= Successful completion of a certified realtime examination by NCRA or equivalent exam.

**BENEFITS** - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

## HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) Three professional references with contact information;
- 4) A copy of RPR and other professional certifications; and
- 5) [ApplicationforJudicialBranchFederalEmployment,formAO78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov).

**Incomplete applications may not be considered.**

*Persons selected to be interviewed will be required to travel to the interview location at their own expense. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Applicants must be a United States Citizen or permanently eligible to work in the United States. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.*

The United States District Court for the District of Alaska is an Equal Opportunity Employer