



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

OFFICIAL COURT REPORTER

Announcement Number USDC 24-03
Announcement date March 20, 2024
Closing Date Open Until Filled
Salary Range \$104,758 - \$120,472 Court Reporters' Rates of Pay (*see below*)
(salary commensurate with experience plus 1.69% COLA)
Location Anchorage, Alaska

POSITION OVERVIEW - Come join a dynamic team and work for the District Court of Alaska, the location of the 49th state and "Last Frontier". Alaska offers unparalleled natural resources, abundant recreation and adventure most certainly awaits to those that are fortunate enough to call it home. The United States District Court for the District of Alaska, Clerk's Office, is seeking qualified applicants for a full-time Official Court Reporter who possesses excellent organizational and customer service skills. The incumbent is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings for the United States District Court only.

REPRESENTATIVE DUTIES –

- An Official Court Reporter may be assigned to cover court proceedings for active district judges, senior district judges, and magistrate judges.
- Attending and recording verbatim all proceedings as directed by the court; reading back all or any portion of the court record, reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; provide Realtime feeds to the Court upon request, without charge; may be assigned to assist other district courts as needed.
- Incumbents will provide transcripts within the time and cost limitations set by the Judicial Conference; and will concurrently electronically file with the Clerk of Court a copy of all transcripts prepared.
- Must work well under pressure, including extended court and transcription production hours within strict time limitations.
- Work as part of a team of reporters and Clerk's office staff.
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports and responding to official correspondence.

- The position may require occasional travel.
- All other duties as assigned.

MINIMUM QUALIFICATIONS – Only applicants meeting the following qualification requirements will be considered:

- One (1) 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);
- Successful completion of the Registered Professional Reporter (RPR) exam of the National Court Reporters Association (NCRA);
- Skilled in the use of computer-aided transcription equipment (CAT);
- Possess and provide all necessary personal equipment and software, and keep said tools up-to-date with changing technology.

PREFERRED QUALIFICATIONS –

- Realtime certification is preferred, however candidates who can provide real-time and are actively working towards certification will also be considered.
- Special consideration will be extended to reporters who possess a Registered Merit Reporter Certificate (RMR) from the NCRA.

SALARY RANGE -

Level 1 (\$104,758) - To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess one (1) year prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA).

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 AND the following:

Level 2 (\$109,995) – Must possess a Registered Merit Reporter (RMR) Certification from the NCRA.

Level 3 (\$115,234) – Must have successfully completed the certified real-time reporter exam offered by the NCRA or FCRR offered by USCRA, or an equivalent exam.

Level 4 (\$120,472) – Must (1) possess a Registered Merit Reporter Certificate from the NCRA and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or the FCRR exam offered by USCRA.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “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, Thrifts Savings Plan (similar to a 401(k) 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/benefits>.

HOW TO APPLY -

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

- 1) A cover letter detailing how your experience relates to the position requirements;
- 2) A resume detailing all relevant experience, education and skills;
- 3) Three professional references with current contact information;
- 4) Copy of NCRA Realtime Certificate or USCRA Real-time Certificate;
- 5) Copy of Merit Certificate (if applying for Level 4); and
- 6) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

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 United States Citizens 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 is an Equal Opportunity Employer