

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: January 12, 2004
POSITION: OFFICIAL COURT REPORTER
LOCATION: 500 Pearl Street
New York, New York
CLASS LEVEL: CR 01 - CR 05
SALARY: \$65,640 - \$78,768 (Plus transcript fees)
Depending On Qualifications
CLOSING DATE: Open Until Filled
VACANCY NO.: 04-01

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

OCCUPATIONAL INFORMATION: An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires the verbatim recording of courtroom proceedings, reading back from stenographic notes, working on computer-assisted transcription via Eclipse software. This court has a high volume of daily and immediate copy work.

Official Court Reporters follow the requirement of the Judicial Conference and the Administrative Office's Court Reporter Management Plan.

REQUIRED QUALIFICATIONS:

- 1 - Current RPR certificate, RMR or CRR preferred.
- 2 - Minimum of four years experience.
- 3 - Ability to write real time.

ANNUAL SALARY LEVELS/QUALIFICATIONS:

Level 1: \$65,640 (plus transcript fees) - Four (4) years of court reporting experience in the freelance field of service/in other courts of a combination thereof; and a Certificate of Proficiency (RPR).

Level 2: \$68,923 (plus transcript fees) - Ten (10) years of court reporting experience for a U.S. District Court (time spent in Federal court as a contract or per diem reporter may be credited toward this ten year requirement), OR a Certificate of Merit.

Level 3: \$72,205 (plus transcript fees) - Realtime Certification OR ten (10) years of court reporting experience for a U.S. District Court (time spent in Federal court as a contract or per diem reporter may be credited toward this ten year requirement), AND a Certificate of Merit.

Level 4: \$75,486 (plus transcript fees) - Realtime Certification AND ten (10) years of court reporting experience for a U.S. District Court, OR Realtime Certification AND a Certificate of Merit.

Level 5: \$78,768 (plus transcript fees) - Realtime Certification AND ten (10) years of court reporting experience for a U.S. District Court, AND a Certificate of Merit.

APPLICATION PROCEDURE: For consideration, qualified candidates should mail or Fax a resume to:

***SOUTHERN DISTRICT REPORTERS, P.C.
ROOM 330
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: SAMUEL MAURO, CHIEF REPORTER
Fax: 212-805-0355***

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS