



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position:	Official Court Reporter (Certified Realtime Reporter)
Classification Level:	Levels 3 - 4
Salary Range:	\$90,809 - \$94,936
Location:	Los Angeles, California
Opening Date:	September 8, 2014
Closing Date:	September 19, 2014
Number of Positions:	One (or more)
Vacancy Number:	14-47

POSITION OVERVIEW

The United States District Court, Central District of California, is recruiting for Official Court Reporters who are Certified Realtime Reporters. This position reports to the Manager of Court Reporting Services for the United States District Court, Central District of California (Los Angeles), and to the District Judge to whom the court reporter is assigned.

Official Court Reporters' duties include, but are not limited to the following:

- Court Reporters are responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings on request.
- Court Reporters 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 the Court.
- Court Reporters must possess the knowledge, skill and ability to produce accurate, simultaneous realtime translation utilizing computer-aided translation.
- Court Reporters must be familiar with and adhere to all requirements of the Court Reporter Management Plan for the District.
- Court Reporters must comply with all administrative duties assigned by his or her manager and the Court.
- Court Reporters must occasionally travel to the courthouses in Santa Ana and Riverside.

QUALIFICATIONS

- Candidate must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination such as the Certified Shorthand Reporter (CSR) Examination administered by the Court Reporters Board of California. The candidate must have passed a Certified Realtime Reporter (CRR) Examination administered by NCRA, USCRA or DRA.

PHYSICAL REQUIREMENTS

Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, (5) stand and sit for extended periods.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.cacd.uscourts.gov. Due to the volume of applications expected, the court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement. **Interested persons must submit a resume, the names of three references (at least two professional and one personal), copies of required professional certificates, and an application for Judicial Branch Federal Employment.** Applicants can download an application from our website at www.cacd.uscourts.gov. All materials are to be sent to the address below:

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 14-47

The United States District Court is an Equal Employment Opportunity Employer.