



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

OFFICIAL COURT REPORTER

JOB ANNOUNCEMENT:	08-04
LOCATION:	United States District Court Honolulu, Hawaii
SALARY RANGE:	\$76,929 - \$92,315 per year (includes 25% COLA, which is subject to change) plus transcript fees. Starting salary commensurate with qualifications.
CLOSING DATE:	The initial closing date for applications is September 12, 2008. The position will remain open until filled.

The United States District Court for the District of Hawaii is seeking qualified applicants for the position of Official Court Reporter.

JOB SUMMARY - Essential duties are to attend and record verbatim by shorthand court sessions 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. Official Court Reporters are employed by and serve at the pleasure of the Court *en banc*. The court utilizes a "pool" arrangement to support the judges. Official Court Reporters must be able to work well under pressure, produce transcripts within strict time limitations, and work as part of a team of reporters serving the Court. The position may require travel.

MINIMUM QUALIFICATIONS - Four years of prime court reporting experience in the freelance field, court, or a combination thereof, certification as a Registered Professional Reporter (RPR) by test from the National Court Reporters Association (NCRA), or equivalent qualifying examination certificate, and proficiency in computer-aided transcription.

PREFERRED QUALIFICATIONS - Certification by NCRA as a Certified Realtime Reporter (CRR), or equivalent qualifying examination certificate. U.S. District Court reporting experience. Possession of computer-aided transcription software capable of interfacing with CaseView access software utilized by the Court. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

SALARY RANGE - Five increment levels are authorized for longevity and merit and realtime certification. Starting salary level is commensurate with qualifications. Each salary level includes 25% Cost of Living Allowance (COLA). The COLA rate is subject to change. Under current law, the COLA portion of an employee's salary is not taxed by the federal government but is taxed by the State of Hawaii. Court reporters are granted the same annual Employment Cost Index (ECI) salary increase granted to other federal judiciary employees in Hawaii. In addition to salary, court reporters are entitled to be paid the maximum transcript fees allowable by the Judicial Conference of the United States.

Level 1 (\$76,929) starting salary (minimum qualifications).

Level 2 (\$80,775) requires Longevity (10 years with the federal court) or Merit Certification.

Level 3 (\$84,621) requires either Realtime Certification or Longevity and Merit Certification.

Level 4 (\$88,467) requires either Realtime Certification and Longevity, or Realtime Certification and Merit Certification.

Level 5 (\$92,315) requires Realtime Certification, and Longevity, and Merit Certification

“Longevity” = 10 years of service in the federal courts. Time spent as a contract or per diem reporter for the U.S. District Court may be credited toward the longevity salary increase. “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.

EMPLOYEE BENEFITS - A generous benefits package is available which includes federal retirement, health insurance, life insurance, a flexible benefit program, a supplemental dental/vision plan, long term care insurance, disability insurance, 13 holidays, paid vacation and sick leave, transit/parking subsidy, flex time, administrative leave for continuing education, and telecommuting opportunities. To learn more about federal judiciary benefits visit http://www.uscourts.gov/employment_opportunities/benefits.cfm.

OFFICE SPACE AND AMENITIES - A private office is provided within the U.S. Courthouse. The federal complex boasts a cafeteria, gym, and day care center/preschool. We are a short walk to downtown restaurants, shops, post office and bus stops.

COMMUNITY ATTRIBUTES - Honolulu is a vibrant, multicultural community that embraces the spirit of aloha. Our housing market remains strong despite downward trends in the mainland market. Oahu is home to world class golf resorts, pristine beaches, beautiful hiking trails and glistening waterfalls. We are famous for many national treasures, including Diamond Head Crater, Hanauma Bay, Pearl Harbor, and Iolani Palace. Visit the Hawaii Visitors and Convention Bureau for more information at www.gohawaii.com.

CONDITIONS OF EMPLOYMENT - All application information is subject to verification. The court may hire a qualified non-citizen who is lawfully eligible for employment in the United States. The selected candidate will be subject to a background check as a condition of employment and a probationary period of one year. All employees of the Judiciary are “at-will” employees in the excepted service. As such, employment may be terminated by either the employer or employee, with or without cause. Judiciary employees are required to adhere to a *Code of Conduct* that is available upon request. Electronic Fund Transfer for direct deposit of net pay is mandatory. **Relocation expenses will not be reimbursed.**

APPLICATION PROCEDURE

Promptly submit a letter of interest, current resume with salary history, three professional references, and a copy of RPR and other professional certifications to:

**COURT REPORTER VACANCY #08-04
U.S. DISTRICT COURT
300 ALA MOANA BLVD., RM. C-338
HONOLULU, HI 96850**

The initial closing date for applications is September 12, 2008. Interviews will be scheduled as qualified candidates are identified. The position will remain open until filled. The court will only communicate with applicants invited for interviews. **Travel in connection with a personal interview will not be reimbursed.**

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 elect to select a candidate from the original qualified applicant pool.

An Equal Employment Opportunity Employer