



**UNITED STATES DISTRICT COURT  
DISTRICT OF MAINE**

**\* \* \* \* \* CAREER OPPORTUNITY \* \* \* \* \***

**Position: Official Court Reporter**

Starting Salary Range: Level 1 \$94,752 – Level 4 \$108,965

**Level 1:** starting salary

**Level 2:** starting salary plus 5% - requires merit certification

**Level 3:** starting salary plus 10% - requires realtime certification

**Level 4:** starting salary plus 15% - requires realtime certification and merit certification

**Merit Certification** = registered merit reporter certificate from the National Court Reporters Association (NCRA)

**Realtime Certification** = successful completion of a certified realtime examination by NCRA or equivalent exam

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

Location: U.S. District Court, 156 Federal Street, Portland, Maine

Closes: Open Until Filled. Interviews may be scheduled on a rolling basis and take place prior to this date.

**Court Reporter Qualifications:**

Qualifications for official court reporters require that an applicant:

Must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; and

Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

## **Equivalent Qualifying Examinations:**

The NCRA examination for listing on the registry of professional reporters (RPR) consists of written knowledge section plus a skills section. The skills section requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe and recorded material at 95% accuracy within 75 minutes.

Professional associations (other than NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration will be evaluated on a case-by-case basis as the requirements change from time to time.

The qualifications do not require that court reporters have active membership in the NCRA or another association to qualify for appointment or promotion in the federal courts. The only requirement is that the reporter has attained the credential by passing the qualification examination.

## **COURT PREFERRED SKILLS:**

Real Time Certification

## **BENEFITS:**

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Time in service as employees of other federal agencies, as well as those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

## **NOTICE TO APPLICANT:**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be required to submit fingerprints for an FBI background check as a condition of employment. Job offers are conditional upon the results of a criminal history inquiry.
- Proof of COVID-19 vaccination will be required of the candidate selected for this position.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

## **APPLICATION PROCEDURE:**

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references; and
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>).

EMAIL: Send a compiled single PDF of the required documents via email to [apply@med.uscourts.gov](mailto:apply@med.uscourts.gov) with “Court Reporter” in the subject line.

Closes: Open Until Filled. Interviews may be scheduled on a rolling basis and take place prior to this date.

*Application packages will not be considered complete unless all items have been received.* The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

*The U. S. District Court is an Equal Opportunity Employer.*