



**United States District Court  
District of South Dakota**

**VACANCY ANNOUNCEMENT 01-20**

**POSITION TITLE:** Official Court Reporter  
**DUTY STATION:** Sioux Falls, South Dakota  
**SALARY RANGE:** CR-01 to CR-04 (\$81,817 - \$94,089); dependent upon qualifications  
**OPENING DATE:** January 10, 2020  
**CLOSING DATE:** Open Until Filled; applications will be reviewed upon receipt with first preference given to those received by January 24, 2020.

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**POSITION OVERVIEW**

The United States District Court for the District of South Dakota is seeking an Official Court Reporter. The Official Court Reporter works as part of a court reporter pool managed by the Clerk of Court. Official Court Reporters for the District of South Dakota are not assigned to a specific judge but do serve at the discretion of the Court and must comply with the requirements of the Judicial Conference and the Court Reporter Management Plan. The primary duty station for this position is in the clerk's office in Sioux Falls, South Dakota, with frequent travel to all four courthouses in the District of South Dakota. Due to the large size of the District, the position frequently performs real-time court reporting by way of video conferencing equipment.

The Official Court Reporter is responsible for recording verbatim testimony proceedings as specified by statute, rule, or request/order of the Court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

**DUTIES AND RESPONSIBILITIES**

The Official Court Reporter performs duties which may include, but are not limited to:

- Recording verbatim testimony, reading back all or any portions of the court records, working well under pressure, working extended hours within strict time limitations, working as a part of a team to serve all the judges of the Court;
- Providing transcripts within the time and cost limitations set by the Judicial Conference;
- Electronically filing original transcripts prepared concurrently with delivery to the requesting parties;
- Providing official transcripts to the Court upon request without charge;
- Promptly certifying and filing all original shorthand notes and other original records of proceedings;
- Performing administrative duties in a timely manner as required, such as billing for transcripts, financial record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls;
- Performing a wide variety of clerical duties related to the day to day operations of the clerk's office to include answering the telephone, assisting the general public at the front counter, opening and distributing mail, performing cashiering functions, assisting with jury panels, and filing documents.

**QUALIFICATIONS**

- Ability to provide in-court real-time transcription to presiding judges; completion of the Certified Real-time Reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred and highly desirable;
- At least four years of prime court reporting experience in the freelance field of service, other courts,

or a combination thereof;

- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony;
- Skilled in the use of Computer-Aided Transcription equipment;
- Capable of performing court reporting functions from a remote location by the aid of video conferencing equipment;
- Possess and provide all necessary personal equipment and software;
- Certificate of Merit from either the National Court Reporters Association or equivalent is preferred;
- As a part of two close knit work teams (clerk's office operations team and court reporter pool team), the successful candidate must be a strong team player with elevated intrapersonal skills.

### **BENEFITS**

Employees appointed for this position are entitled to paid annual leave, paid sick leave, 10 paid federal holidays per year, federal medical insurance, group life insurance, pre-tax flexible spending plans, employee-paid dental and vision insurance, long-term care plans, 401(k) Thrift Savings Plan with government matching, and mandatory participation in the Federal Employee Retirement System.

### **ADDITIONAL INFORMATION**

- Employment is contingent upon the passing of a criminal background check which is completed after appointment is made;
- Employees are required to adhere to the *Code of Conduct for Judicial Employees* at all times;
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit);
- Applicant must be a U. S. Citizen or eligible to work in the United States.

### **APPLICATION PROCESS**

To apply, candidates must submit the following:

1. A cover letter indicating your work history and interest in the position;
2. An updated resume to include at least three professional references;
3. Test scores or NCRA or equivalent certification and real-time certification, if real-time certified; and
4. An application for Judicial Branch Employment (AO 78) which can be found at <http://www.uscourts.gov/forms>.

Application packages must be emailed in PDF format with "Official Court Reporter 01-20" in the subject line to Brooke Richards at:

[brooke\\_richards@sdd.uscourts.gov](mailto:brooke_richards@sdd.uscourts.gov)

**Incomplete application packages will not be considered.**

Applicants selected for interviews must travel at their own expense; relocation expenses are not reimbursed.

*The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time of the original announcement, the Court Unit Executive has the right to select a candidate from the original qualified applicant pool. Applicants are covered under the District of South Dakota's Employee Dispute Resolution plan.*

**THE UNITED STATES DISTRICT COURT DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER.**