

# Career Opportunity

## OFFICIAL COURT REPORTER DISTRICT OF SOUTH DAKOTA



**Vacancy No.:** 08-24

**Number of Vacancies:** 1

**Location:** Sioux Falls

**Salary:** \$92,739-\$106,650  
Commensurate with merit  
and/or real-time certifications

**Employment:** Permanent, full-  
time

**Closing Date:** Open until filled;  
priority consideration given to  
applications received by August  
2, 2024

### ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, three senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

### ABOUT THE POSITION

The United States District Court for the District of South Dakota has an opening for an Official Court Reporter. This position works as part of a court reporter pool managed by the Clerk of Court. The position is not assigned to a specific judge. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts and the Court Reporter Management Plan of this Court. The primary duty station for this position is in the clerk's office in Sioux Falls, with frequent travel to all four courthouses in the District. The position frequently performs court reporting by way of video conferencing equipment for the District of South Dakota and other district courts.

The Official Court Reporter is a highly visible position within the Court and requires the ability to work well under pressure and work well with others. This position requires dedication, professionalism, flexibility, commitment, initiative, and discretion. 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.

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### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)



## How to Apply

Please submit the following:

- Cover letter that supports your work experience as it relates to this position
- Resume that includes three (3) professional references
- Copy of Registered Professional Reporter (RPR) certification and real-time certification (if certified)
- Completed AO 78 Application for Judicial Branch Federal Employment  
[Forms | United States Courts](#)  
[uscourts.gov](https://uscourts.gov)

**All documents must be emailed in PDF format with "Vacancy 08-24" in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov).**

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## POSITION DUTIES AND RESPONSIBILITIES

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

- Requires the ability to record verbatim testimony, to read back all or any portions of the court records, to work well under pressure, to work extended hours within strict time limitations, and to work as a part of a team to serve all the judges of the Court.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court original transcripts prepared concurrently with delivery to the requesting parties.
- Provide official transcripts to the Court upon request.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Transcribe court hearings from recorded audio.

## QUALIFICATIONS/ABILITIES

Applicants must possess at least four years of court experience. A certificate of registered professional reporter (RPR) is required, and certified real-time reporter (CRR) is preferred. Communication Access Real-time Translation (CART) certified is a plus. All official court reporters are required to utilize real-time transcription and must have experience connecting wirelessly. In addition:

- 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.
- Strong team player with great intrapersonal skills.

## SALARY RANGE

Level 1: \$92,739 annually Full time

Level 2: \$97,375 annually Full Time; requires merit certification\*\*

Level 3: \$102,013 annually Full Time; requires real-time certification\*

Level 4: \$106,650 annually Full Time; requires real-time certification and merit certification\*\*

\*Real-time certification = successful completion of Certified Real-time Examination Certificate by NCRA or equivalent exam.

\*\*Merit certification = Registered Merit Reporter certificate from the National Court Reporters Association (NCRA).

**Upon appointment the qualified person shall, in addition to the starting salary, receive maximum allowable rates for transcripts as set by the Judicial Conference.**



## SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo a criminal background check. Employment is considered provisional until the background check is successfully completed.

## CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

## THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- o FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- o Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- o Optional TSP catch-up contribution for employees age 50+
- o Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- o TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- o Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- o On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- o Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- o Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

## Time Off

- o Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years of service accrue 8 hours/pay period
- o Sick leave: accrue 4 hours/pay period with no limit cap
- o Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- o Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- o Bereavement Parental Leave: up to 2 weeks paid for loss of child
- o Compensation time earned based upon employee classification level
- o Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- o Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- o 10 different vision insurance plans
- o 16 different dental insurance plans
- o Flexible benefit health care reimbursement
- o Flexible benefit dependent care reimbursement
- o Paid employee parking
- o Supplemental life insurance for spouse and children
- o Accidental Death & Dismemberment (AD&D) insurance coverage
- o Long-term care insurance
- o Disability insurance
- o Disability retirement (eligibility conditions apply)
- o Professional liability insurance reimbursement
- o Employee referral bonus
- o Flexible scheduling/telework opportunities (eligibility conditions apply)
- o National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- o Hotel discounts via FedRooms.gov
- o Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- o Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- o If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- o Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- o TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- o Optional continuation of life insurance coverage (eligibility conditions apply)
- o Fully paid out unused annual leave hours
- o Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

**See the Total Compensation Estimator to see how the judiciary contributes to the benefits of every employee.**