



**United States District Court, Northern District of Indiana**  
**204 South Main Street**  
**South Bend, IN 46601**  
[www.innd.uscourts.gov](http://www.innd.uscourts.gov)

**Job Announcement Number: 10-01**

---

## **VACANCY ANNOUNCEMENT**

---

**Position:** Court Reporter

**Location:** Federal Courthouse, Hammond, Indiana

**Salary:** CR Level 3-5 (\$88,453 - 96,495)  
*Level and salary commensurate with qualifications and experience*

**Opening Date:** January 18, 2010

**Closing Date:** February 19, 2010 (Resumes must be **received** by close of business)

---

### **Introduction:**

The United States District Court for the Northern District of Indiana consists of 11 judicial officers and staffs located in four divisional offices throughout the District (South Bend, Hammond, Fort Wayne and Lafayette). The Court covers 32 counties in the northern half of the State of Indiana. This is a full-time position with the Court and is located in the Hammond Division with the primary assignment to a Senior District Judge. *Note: These positions will be re-evaluated yearly based on the Senior Judges' certification.* Court Reporters are supervised by the Clerk and Chief Deputy Clerk.

### **Duties and Responsibilities:**

An Official Court Reporter records verbatim testimony of courtroom proceedings, reads back all or any portions of the court records, works well under pressure, and works extended court and transcription production hours within strict time limitations.

An Official Court Reporter performs Court Reporting services for any judicial proceeding as required.

An Official Court Reporter maintains accurate, legible records which are subject to audits.

This position involves completing record keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

The incumbent may be prohibited from contract work outside of the Court depending on Judge to which assigned.

## **Required Minimum Qualifications:**

Current CSR and/or R.R. Certificate, at least four years of prime stenographic CAT court reporting experience in the freelance field of service or in other courts or a combination thereof.

Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Realtime certification required.

Skill in the use of computer-aided transcription equipment

## **Specialized Experience:**

Court Reporters are grouped for salary purposes, as follows:

- Level I - Must possess four (4) years of court reporting experience in the freelance field of service/in other courts or a combination thereof; and be a Registered Professional Reporter.
- Level II - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.
- Level III - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; and be a Registered Merit Reporter.
- Level IV - Must be either a Realtime Certified Reporter with ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.
- Level V - Must be a Realtime Certified Reporter, have ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement and be a Registered Merit Reporter.

## **Benefits:**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include:

- 10 paid holidays per year
- Participation in the Federal retirement program
- Optional participation in Thrift Savings Plan (pre-tax retirement savings with a partial match)
- Optional participation in choice of Federal Employees' Health Benefits plans
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits program
- Optional participation in the Commuter Benefits program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service toward leave accrual rates and retirement

**Conditions of Employment:**

Applicants must be United States citizens or eligible to work in the United States.

The selected candidate is subject to an FBI background check. Employees of the United States District Court are excepted service appointments (at will and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay. The court is not authorized to reimburse candidates for travel or moving expenses. The Federal Building is a non-smoking facility.

**Application Procedure:**

Qualified applicants should submit their cover letter and resume detailing qualifications and experience, photocopy of certification(s), and three or more professional references via mail to:

Personnel/Confidential  
United States District Court  
Northern District of Indiana  
204 South Main Street  
South Bend, IN 46601

Resumes must be received at the above address by 5:00 p.m. EDT February 19, 2010. **No electronic or facsimile applications of any kind will be accepted.** Only applicants selected for an interview will be notified.

*The United States District Court, Northern District of Indiana reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice.*

**The Court is an Equal Opportunity Employer**