



**John M. Domurad**  
Clerk of Court

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Chief Deputy Clerk

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

## **Important Dates**

**Opening Date:**  
October 3, 2024

**Closing Date:**  
Open Until Filled

**Apply to:**

[Court Reporter](#)

**The Northern District of  
New York is an Equal  
Opportunity Employer.**

### **Mission**

The mission of the Clerk's Office of the United States District Court for the Northern District of New York is to provide administrative and case management support to the Court and to serve the public in a professional, timely and efficient manner.

# **CAREER OPPORTUNITY**

## **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF NEW YORK**

Vacancy No: 25-DC-03

Position: Court Reporter

Status: Full-time

Duty Station: Albany, New York

Salary:

Level 1: \$95,462 plus transcript fees.

Level 2: \$100,234 plus transcript fees. Requires merit certification.

Level 3: \$105,008 plus transcript fees. Requires real-time certification.

Level 4: \$109,781 plus transcript fees. Requires real-time certification and merit certifications.

## **POSITION OVERVIEW**

The United States District Court for the District of New York is seeking qualified applicants for the position of full-time Official Court Reporter in Albany, New York. Court Reporters are employed en banc. The incumbent performs court reporting services for all judicial proceedings and produces transcripts. Travel may also be necessary within the Northern District to record proceedings. This position reports to the Clerk of Court or designee.

Duties include, but are not limited, to the following:

- Attend and record verbatim by shorthand or mechanical means court sessions; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts to the court and/or chambers upon request, without charge.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

## **QUALIFICATIONS**

### **Qualifications and Requirements:**

Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof, and 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. Realtime certification preferred. Knowledge of and experience with computer assisted transcription (CAT). Must provide own CAT system with Realtime capability.

Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Communicate effectively, both orally and in writing.

### **Benefits Package**

- Health, dental, vision, life, and long-term care insurance
  - Health and dependent reimbursement accounts
  - Student loan forgiveness
  - Federal Employee Retirement System
  - Thrift Savings Plan with 5% match
  - Flexible work schedule
  - Telework
  - Paid annual and sick leave
  - Paid federal holidays
  - Paid Parental leave
  - Paid parking
  - On-site fitness facility
- <http://www.uscourts.gov/careers/benefits>

### **Conditions of Employment:**

- Applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check.
- Employment will be provisional and contingent upon the satisfactory completion of the required background check. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

### **APPLICATION PROCEDURE**

Consideration will only be given to those that apply through the court’s online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.nynd.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest, including software used.
2. A current resume.
3. Photocopy of professional certifications.
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

*Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized. No phone calls please.*

*The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; 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 provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.*