

**DISTRICT OF IDAHO**  
**U.S. District and Bankruptcy Courts of the District of Idaho**  
**Opportunity Announcement 17-08**



**Pocatello, Idaho**  
[www.id.uscourts.gov](http://www.id.uscourts.gov)

**Position Details**

Level 3: \$84,658 (Requires Realtime Certification)

Level 4: \$88,505 (Requires Realtime Certification and Registered Merit Reporter (RMR) Certification)

**Closing Date:** Open until filled.  
Preference given to applications received before close of business, Friday, August 25, 2017.

**Materials must be submitted to:**

Attn: Alex Krone, Human Resources Manager  
[careers@id.uscourts.gov](mailto:careers@id.uscourts.gov)

**Applicants must provide:**

1. Letter of interest
2. Current résumé
3. Completed AO-78 (\*which can be found on the website)

**Court Reporter**

The consolidated United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of **Court Reporter**. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is at the Pocatello office.

The incumbent will report to the Operations Supervisor in the Pocatello Clerk's Office. The Court Reporter will be assigned to the District Judge in Pocatello and may from time to time provide court reporting services to other District of Idaho judges as needed.

The position will be located in the United States Courthouse in Pocatello, Idaho. However, the incumbent will be required to travel to the Federal courthouses in Boise and Coeur

**Disclosure:**

Official Court Reporters are responsible for purchasing office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" in the excepted service and may be terminated with or without cause by the court.

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**Representative Duties:**

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide Realtime feed for any judicial officer as directed, without charge. Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with formatting and billing requirements established by the Judicial Conference of the United States and other administrative duties and requirements as assigned by the supervisor and the Court.
- Report and provide transcripts, without charge, for ad hoc ceremonies, etc.
- Meet quarterly and annual Administrative Office reporting requirements (AO40A, AO40B)

**Minimum/Required Qualifications:**

For consideration, applicants must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Applicants also must have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or other organization of recognized standing.

**Court Preferred Qualifications:**

Applicants who have also passed the Registered Merit Reporters (RMR) Examination.

**Benefits:**

- A generous benefits package includes the following
- 13 days of paid annual leave per year during the first three years of federal service. Accrual rate increases with additional years of service.
- 13 days of paid sick leave (unlimited accumulation)
- 10 paid holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

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**Process/Disclosures:**

\*Application forms (AO-78) are available on our website in fillable format at [http://id.uscourts.gov/clerks/careers/Current\\_Job\\_Opportunities.cfm](http://id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm), or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

**Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.**

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO  
IS AN EQUAL OPPORTUNITY EMPLOYER