



**District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2024-001**

**OFFICIAL COURT REPORTER
OVERVIEW:**

POSITION: Official Court Reporter

LOCATION: St. Croix, VI

CLOSING DATE: Open until filled, with preference given to applications received by April 19, 2024.

EMPLOYMENT TERMS: Permanent; full-time; excepted service.

SALARY RANGE: \$92,739 – \$106,650 (based on experience and qualifications); plus Cost of Living Allowance currently set at 12.04%.

CONDITIONS OF EMPLOYMENT: U.S. Citizen or eligible to work in the United States.

Required to use Electronic Funds Transfer for payroll.

Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check with periodic updates every five years thereafter. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court.

The District Court of the Virgin Islands reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

Equal Opportunity Employer

A great opportunity is available to join the dynamic team of the Clerk’s Office of the District Court of the Virgin Islands, District and Bankruptcy Court! Applications are being accepted for a full time Court Reporter to serve in the Division of St. Croix. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

The incumbent is self-directed, highly organized, maintains a professional demeanor and appearance at all times, is responsible and tactful, demonstrates initiative and the ability to exercise good judgment, possesses excellent communication skills, is able to produce transcripts within strict time limitations, and understands the importance of confidentiality.

Official Court Reporters are responsible for purchasing their own office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software. The incumbent must be able to read back all or any portion of the court record, work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team.

HOW TO APPLY

Qualified applicants must submit a resume, detailed cover letter, educational credentials, copies of court reporter certifications, and an [Application for Judicial Branch Employment \(AO 78\)](#) to the email address listed below. Please indicate full-time or part-time experience and exact dates of employment.

Include all required documents in one pdf file and email to viclerk@vid.uscourts.gov. The subject line should state *Official Court Reporter Vacancy*. Submissions that do not include all the requested documents will not be considered.

Applicants who previously applied under Vacancy Announcement 2022-002 will automatically be considered.

Interviews may occur via Microsoft Teams. Participation in the interview process will be at the applicant’s own expense, and relocation expenses will not be provided. Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews. Please **DO NOT CALL OR EMAIL** the Court inquiring about the position.

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 timeframes 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.
- Adhere to the [Guide to Judiciary Policies and Procedures](#) and Code of Conduct for Judicial Employees.

Qualifications and Experience:

Minimum Qualifications:

- Must possess at least one year of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof.
- Must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA).

Preferred Qualifications:

- Realtime certification is preferred.
- Prior judiciary experience is also preferred.

Compensation Range (Court Reporters' Rates of Pay 2024)

- CR LEVEL 1: \$ 92,739 (minimum qualifications)
- CR LEVEL 2: \$ 97,375 (requires merit certification) *
- CR LEVEL 3: \$ 102,013 (requires real-time certification) **
- CR LEVEL 4: \$ 106,650 (requires real-time and merit certification).

Merit Certification: Registered merit reporter certificate from the National Court Reporters Association (NCRA).

Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

Benefits:

A generous benefits package is available to full-time permanent employees which includes:

- A minimum of 11 paid holidays;
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years;
- Paid sick leave in the amount of 13 days per year;
- Optional participation in choice of Federal Employees Health Benefits;
- Optional participation in Federal Employees Group Life Insurance;
- Optional participation in the Flexible Benefits Program;
- Optional participation in Long-Term Care Insurance;
- Retirement benefits in the Federal Employees Retirement System (FERS);
- Thrift Savings Plan;
- Eligible for private long term disability plan options;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and
- Employee Wellness Program.