

**REANNOUNCEMENT OF VACANCY NO. 19-01**  
**United States District Court for the Northern Mariana Islands**

**Official Court Reporter**

Location: Saipan, U.S. Commonwealth of the Northern Mariana Islands (CNMI)  
Annual Pay: \$89,733 to \$103,192, depending on professional certification level.  
(Inclusive of 12.80% regional COLA allowance.)

OPENING DATE: 03/04/2019 • CLOSING DATE: 09/21/19 but will remain open until filled

**Position Overview:**

The official court reporter attends and records verbatim each session of the court and every other proceeding designated by rule or order of the court; certifies and files original notes with the clerk of the court; files certified transcripts of, or alternatively audio records, all arraignments, pleas, and sentencing proceedings; promptly transcribes the original records at the request of parties who have arranged payment; promptly transcribes the original records at the request of a judge at no charge to the court; files a certified copy of any transcript produced with the clerk of the court; follows Judicial Conference established fee and delivery schedules; maintains and files reports required by the Judicial Conference related to attendance, transcript production, and earnings; and furnishes supplies related to the production of transcripts at his or her own expense. Court reporters must comply with the Court Reporter Management Plan of this District. This is a full-time regular position-with full federal employment benefits, paid leave and holidays, health insurance, life insurance and federal retirement benefits. Relocation reimbursement may be available.

**Minimum Qualifications and Preferred Qualifications:**

- Have at least four (4) years of court reporting experience in the freelance field of service, or in other courts, or a combination thereof.
- Be qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Possession of and skill in the use of computer-aided transcription equipment.
- Applicants with realtime certification are preferred. Realtime reporters must possess all necessary realtime equipment and software.
- Applicants must demonstrate sound ethics and judgment, be able to communicate effectively (orally and in writing) and have skill in using automated systems.

**Citizenship Requirement:**

Applicants are required to be U.S. citizens or aliens who are authorized to work in the U.S.

**Notice to Applicants:**

Excepted service appointments are "at will" and may be terminated by either the court or the employee at any time for any reason. Selectees are subject to a background investigation and suitability determination, and updated background investigations every five years. Employees are subject to the Judicial Code of Conduct. Direct deposit of payroll is required.

**Application Procedure:**

Each applicant is required to submit a Cover Letter, Resume, and an AO-78 application form. AO-78 forms are on the Internet at: <http://www.nmid.uscourts.gov> or may be picked up at the U.S. District Court. Applications received by Sept 21, 2019 will be given preference.

**Mail** signed applications to:

Clerk of Court

United States District Court

for the Northern Mariana Islands

PO BOX 500687

Saipan, MP 96950

**Or Email** signed applications to:

[HR@nmid.uscourts.gov](mailto:HR@nmid.uscourts.gov)

*The United States District Court is an Equal Opportunity Employer.*