



## **VECRA is seeking a Full-Time**

### **Court Reporter**

VECRA, Inc. is seeking a Court Reporter to create verbatim transcripts in support of a case pending before the Armed Services Board of Contract Appeals (ASBCA). These transcripts ensure a complete, accurate, secure and confidential legal record of proceedings, and document all statements made in the official proceedings.

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Court Reporter will be required to support in person for three (3) full days (July 29, 30 and 31) of depositions in Philadelphia, PA and 2 full days of virtual depositions (August 1 and 2) tentatively set for the week of July 29, 2024. The Court Reporter will conduct transcription/court reporting services to create verbatim transcripts of the deposition where the spoken word must be preserved as a written transcript. These transcripts ensure a complete, accurate, secure and confidential legal record of proceedings, and document all statements made in the official proceedings.

#### **ROLES and RESPONSIBILITIES**

- Arrive at the deposition location 30 minutes prior to the scheduled start time and be prepared to start at the scheduled start time.



- Capture each speaker by name, these transcripts must capture as many speakers as possible by name.
- The transcript shall include:
  - A title page showing the name, docket number, place and date of the proceedings
  - A word index
  - A complete index of witnesses and exhibits.
    - The index of witnesses and exhibits shall indicate the transcript page on which testimony of each witness begins and shall identify the exhibits by number indicating the transcript page on which the exhibit is first introduced, and giving a brief description of the exhibit.
- Furnish complete transcripts which accurately reflect the full and complete verbatim record of the deposition.
- Provide:
  - Two printed copies of the transcript
  - One printed copy of the compressed transcript/manuscript
  - One searchable copy of the transcript in Microsoft Word on CD
  - One digital copy in addition to the hard transcript.
- The transcript shall be delivered no later than 10 business days from the date of the deposition.

#### **QUALIFICATIONS and REQUIRED SKILLS:**

- Provide all the equipment necessary to transcribe the deposition.
- Have knowledge of proper grammatical and punctuation methods in all transcriptions.
- Ability to type at least 225 words per minute
- understanding of courtroom procedures and vocabulary
- strong knowledge of the English language, including grammar, punctuation, spelling, syntax, and sentence structure
- ability to focus for long periods of time, work well under pressure, and produce transcripts quickly and accurately with minimal supervision.
- Completion of one of the following:



- o NCRA (National Court Reporter's Association) RPR (Registered Professional Reporter) Certification
- o A 95% accuracy score on the Pennsylvania exam which includes WKT (written knowledge test) and SKT (skills knowledge test), the latter consisting of:
  - Literary or jury charge – 180 words per minute
  - Two-voice medical testimony – 200 words per minute
  - Four-voice ordinary testimony – 225 words per minute

## EDUCATION

- Completion of a court reporter training program.

## OTHER

- **Work Hours:** 9:30am – 6:00pm EST
- **Req Type:** Temporary
- **Salary:** Determined based on experience and education
- **Location:** Troutman Office, Philadelphia, PA Troutman Pepper 3000 Two Logan St (18th and Arch St) Philadelphia, PA 19103
- **Duration:** Week of July 29, 2024
  - o In person for three (3) full days (July 29, 30 and 31) of depositions
  - o In-person for two (2) full days of virtual depositions (August 1 and 2), unless virtual depositions are scheduled at a different time,
  - o **Virtual Location TBD only if needed**

## BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.



VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line: Court Reporter**